

Presenters LiveMeeting Functionality Guide



7/13/2010

NEVADA DEPARTMENT OF EDUCATION

LIVEMEETING CLIENT

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Overview

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This document describes how presenters and attendees can use LiveMeeting to turn web meetings into interactive meetings once the LiveMeeting Client has been installed and the meeting has been scheduled. (To schedule a LiveMeeting, please view the scheduling slides for Outlook and Online Portal.)

For Scheduling LiveMeetings, please see NDE LiveMeeting Online Scheduling Portal or LiveMeeting Schedule for Outlook.

This document will also provide information on how to do the following:

- Configure and connect the audio and video features available in a LiveMeeting. (i.e. computer audio, telephone conference audio and webcam.)
- Use the collaborative content features of LiveMeeting.
- Use Meeting Control features to interact with attendees.

LiveMeeting Workspace

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Menu Bar

The Menu bar is where you access the controls and open the panes you need to conduct a Live Meeting. Open a pane by clicking it on the menu bar. If you want to keep a pane open, drag the pane to dock it where you want it.

Meeting Controls

Use the meeting controls to interact with people in your meeting. You can mute or unmute your microphone or speakers, start or stop your webcam, give feedback to the presenter, download handouts, or take shared meeting notes. This is also where you can access Live Meeting Help.

Navigation Controls

Use these controls to navigate through the currently displayed document in your meeting.

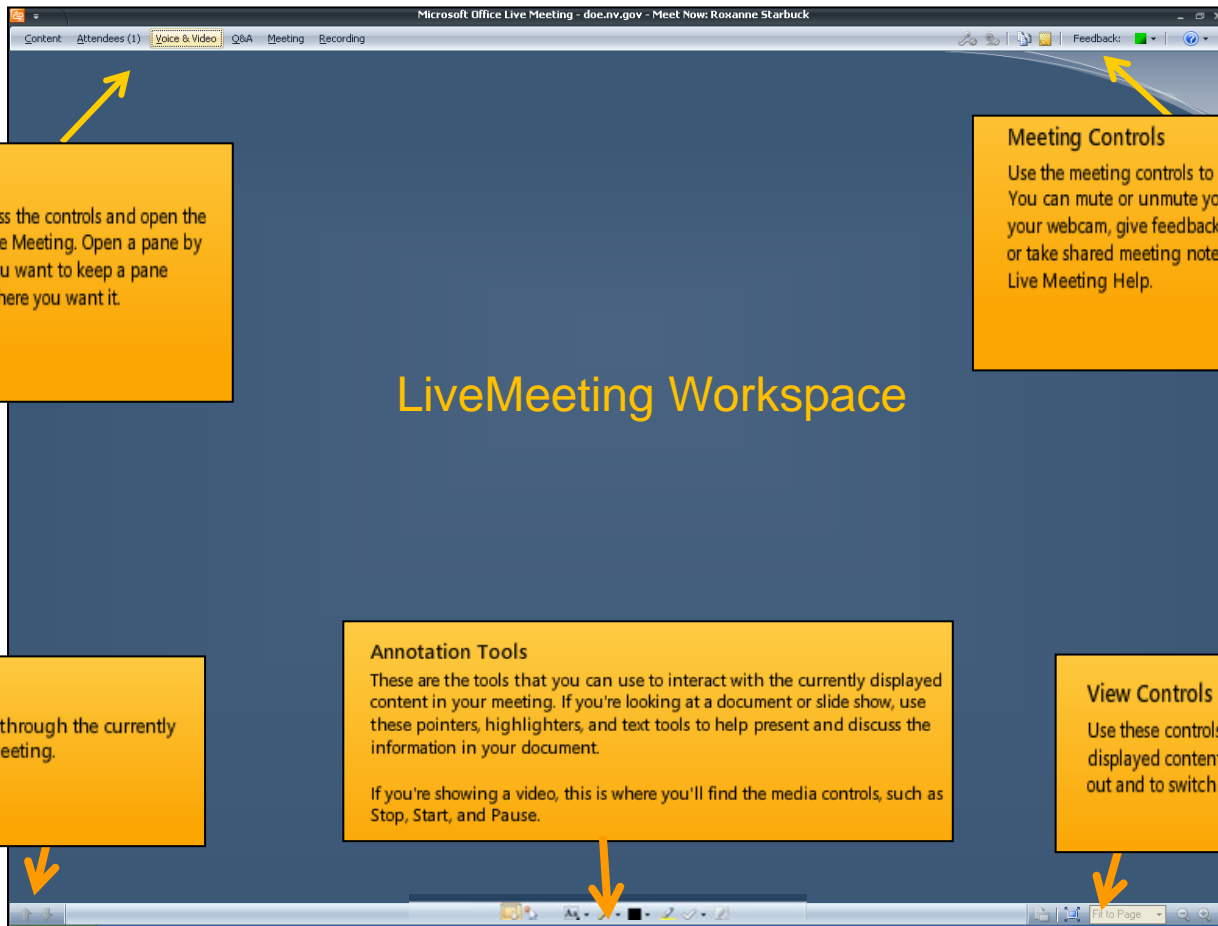
Annotation Tools

These are the tools that you can use to interact with the currently displayed content in your meeting. If you're looking at a document or slide show, use these pointers, highlighters, and text tools to help present and discuss the information in your document.

If you're showing a video, this is where you'll find the media controls, such as Stop, Start, and Pause.

View Controls

Use these controls to modify the view of the currently displayed content. This is where you go to zoom in or out and to switch to full screen mode.



Lesson 1



MENU BAR

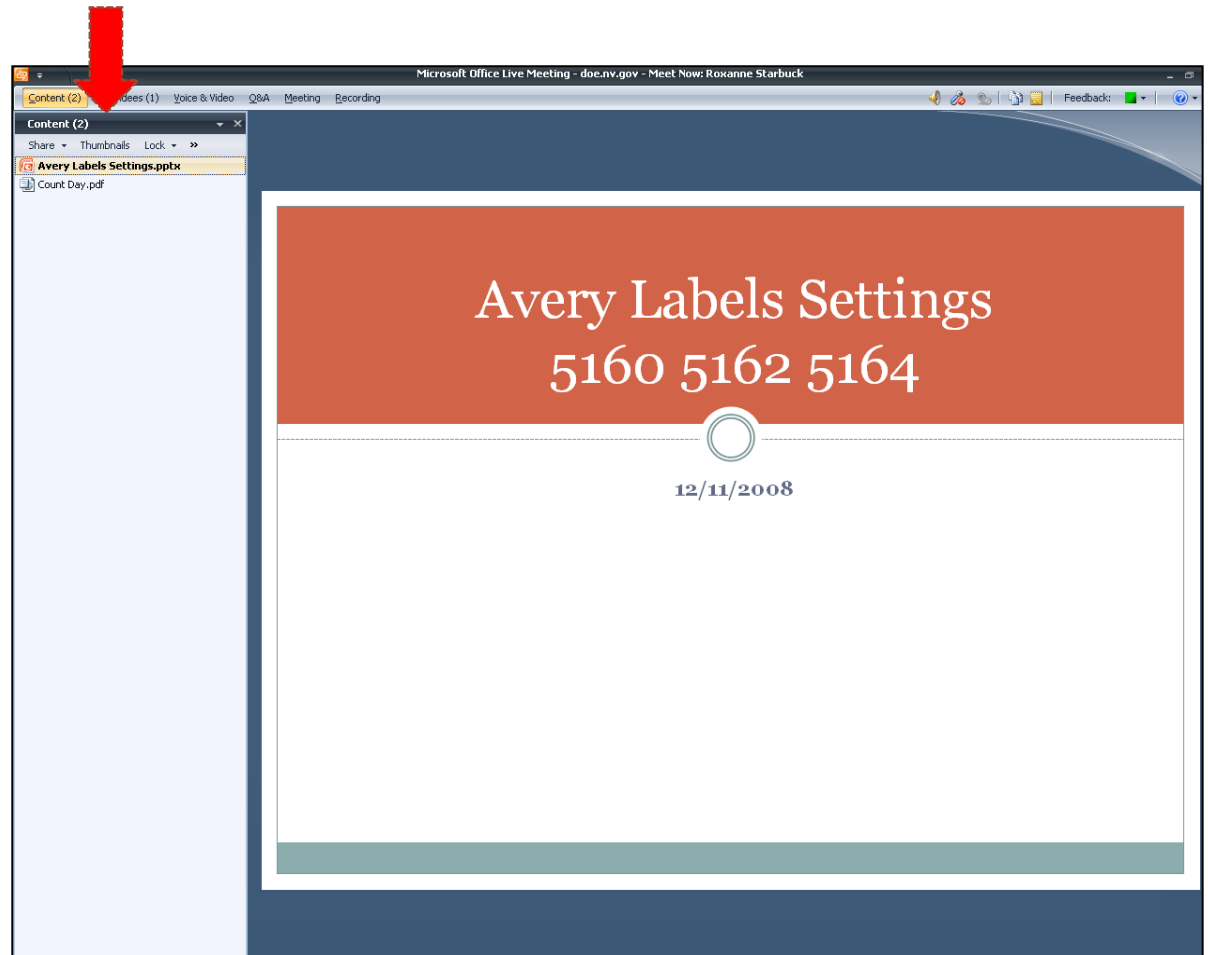
Content Pane

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- LiveMeeting provides collaborative tools that allow real time meeting management, allowing the attendees to engage and gather or distribute information , as well as provide feedback.
- The content pane includes the following options:
 - Sharing Programs, desktop and remote desktop sharing.
 - Upload only – upload documents
 - Whiteboard
 - Poll Page
 - Text Page
 - Web Page
 - Screen Shot

Content Pane List

The Content Pane displays list of content items that are open for the purpose of sharing during the LiveMeeting.



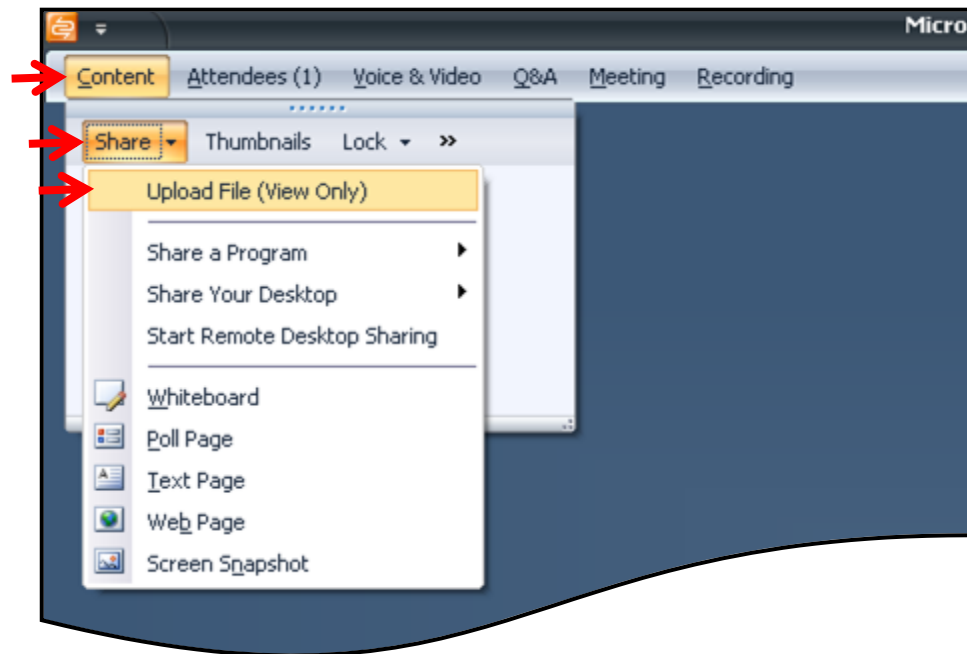
Upload File

When it is necessary to share a file that will only be displayed for attendees, utilize the 'Upload File' option.

Click 'Content' pane link.

Click 'Share' drop down arrow.

Select 'Upload File' (View Only).

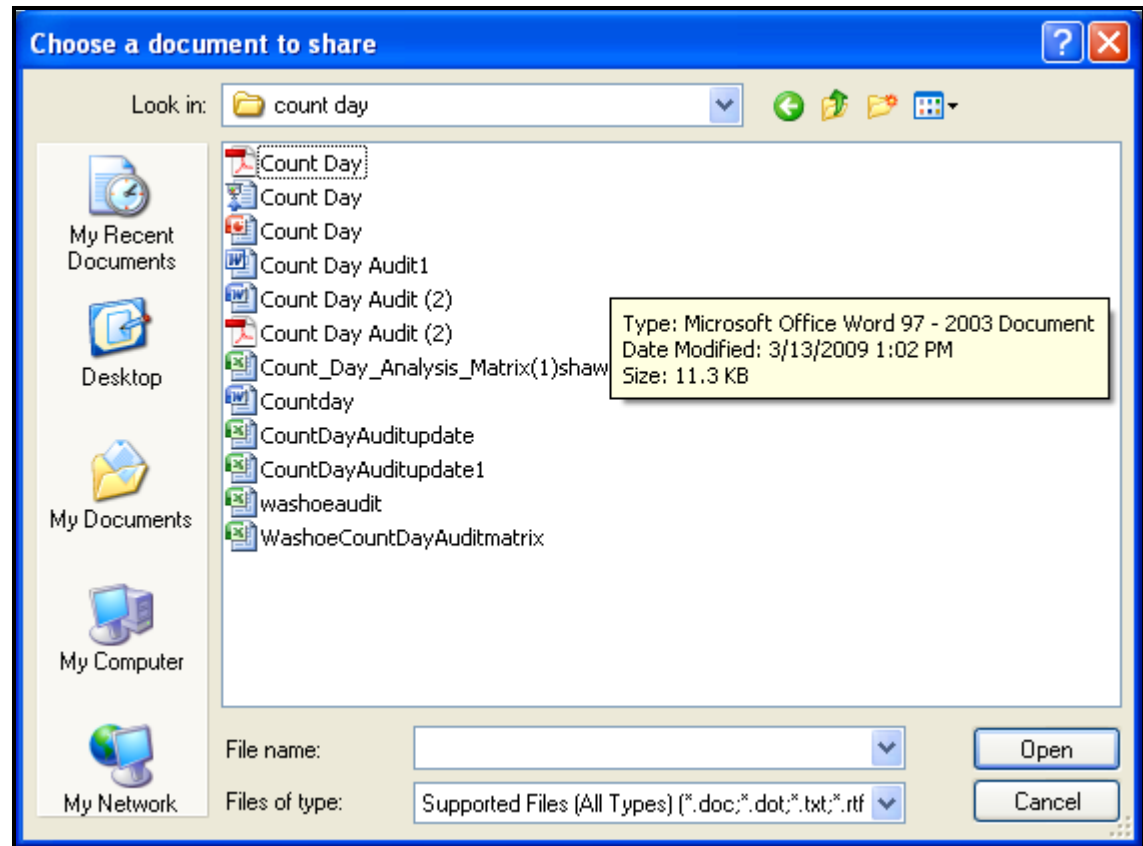


Select File

Select the specific file to be shared.

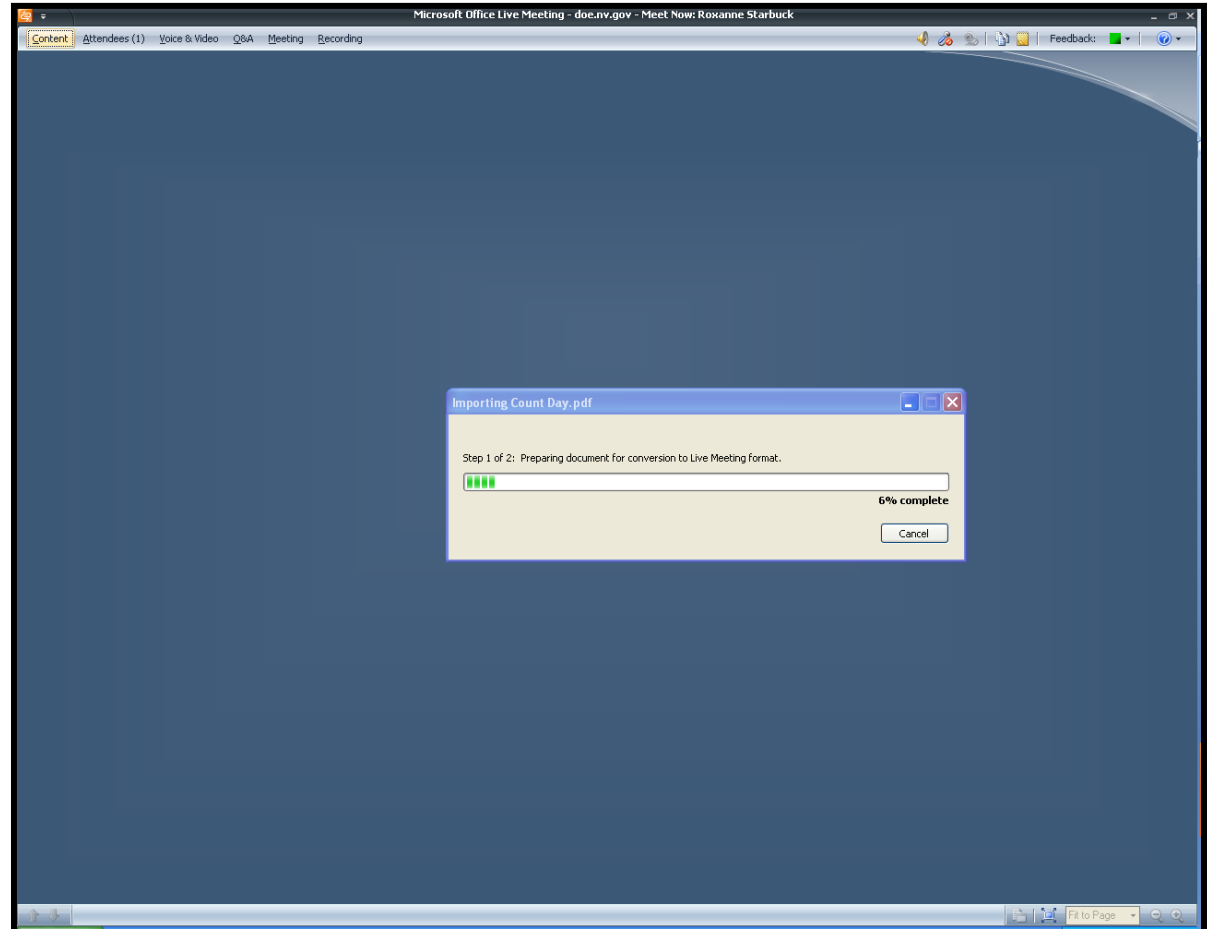
Click 'Open'

(Note: More than one document may be uploaded to share however, they must be uploaded one at a time.)



Upload Progress

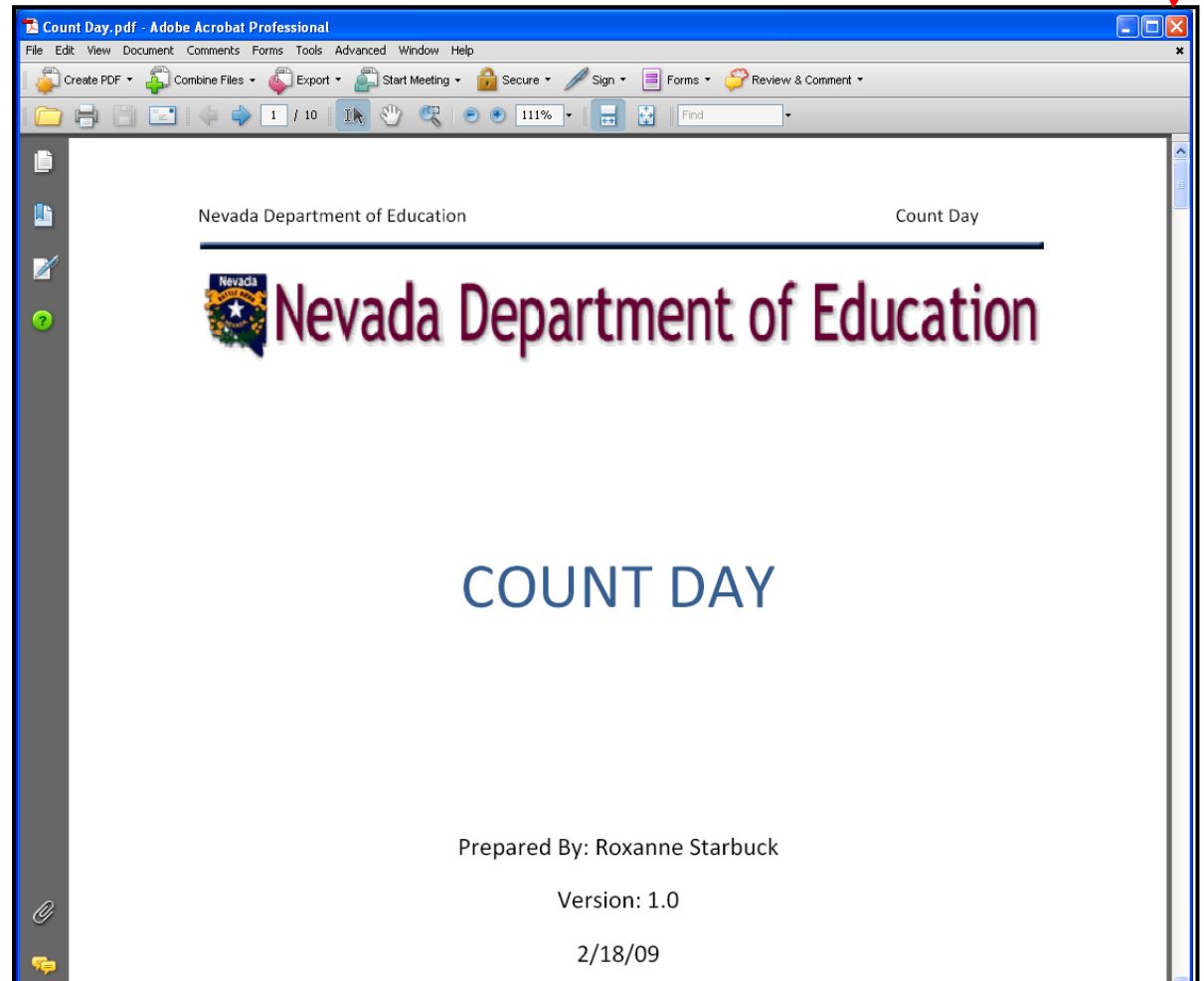
The progress bar will be displayed to show the status of the upload.



Upload Complete

When the upload is complete, the document will be displayed.

Click the 'X' to close the document.

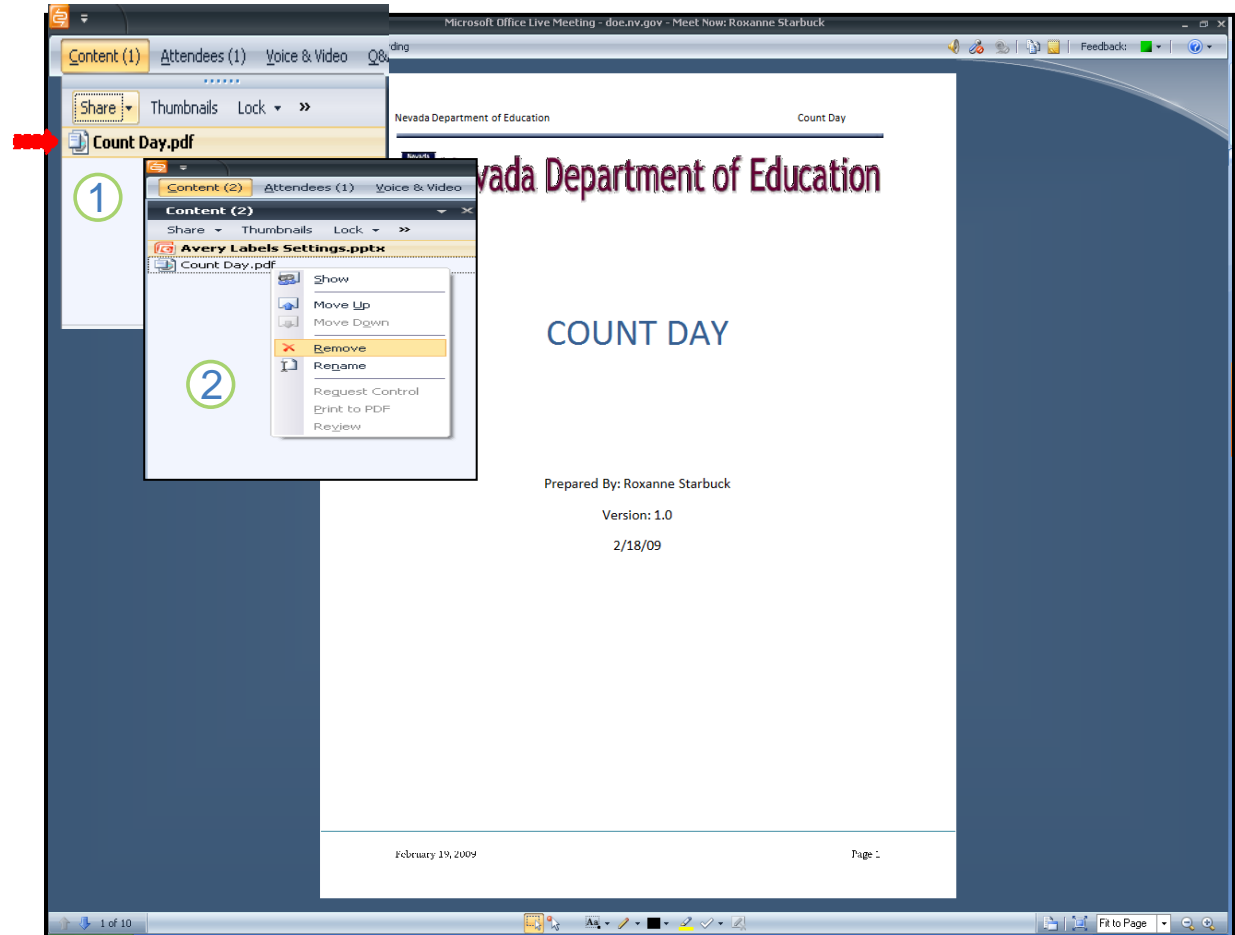


Uploaded Content List

The document name will be listed in the Content Pane.

Click the document that is to be displayed. ①

(To delete or remove the document from the Content pane, click on the document, click 'Delete' or 'Right Click' on the document and select 'Remove'. ②



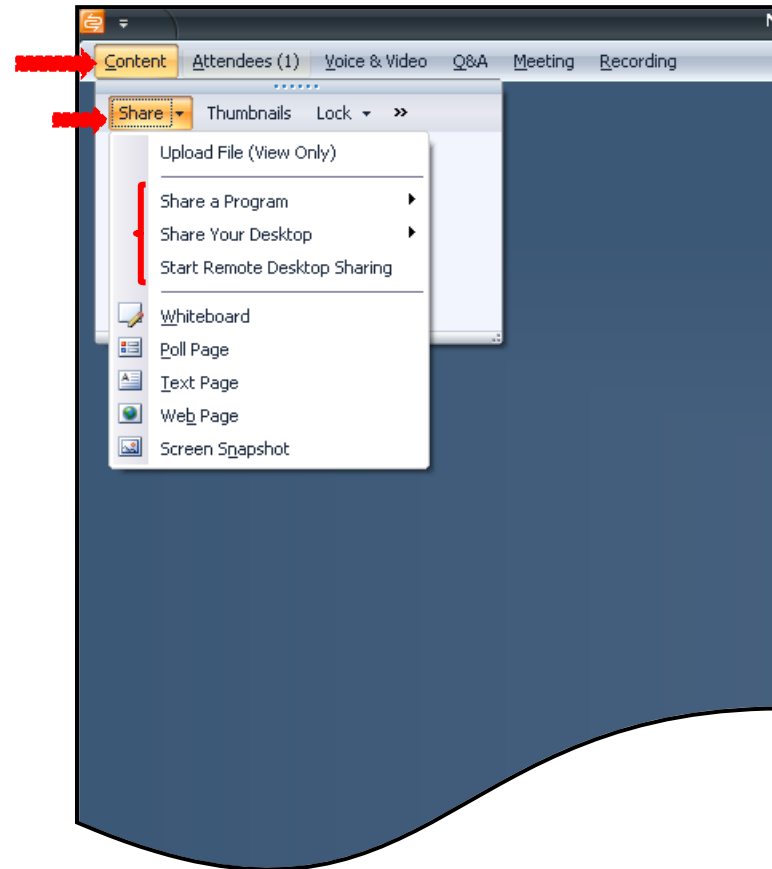
Sharing

To Share a program, desktop or start remote sharing complete the following:

Click the 'Content' pane link.

Click the 'Share' drop down arrow.

Select to Share a Program, Desktop or Start Remote Desktop Sharing.

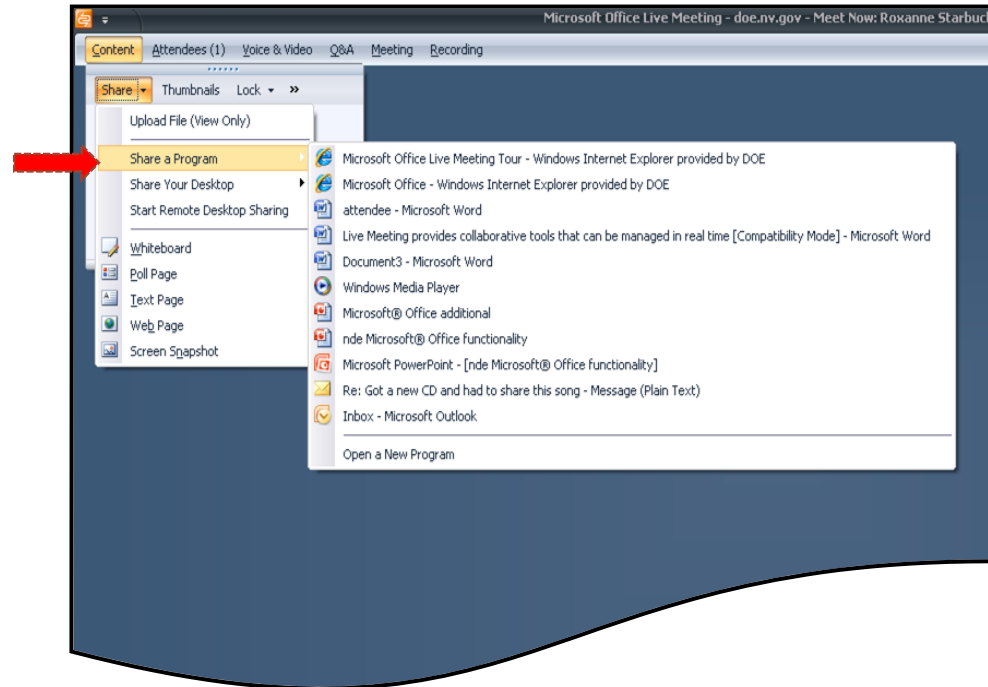


Share Program

In the open Content pane, Click the 'Share a Program' link.

Select the program to be shared or open a new program.

Once selected, the attendees will have access to view the shared program.

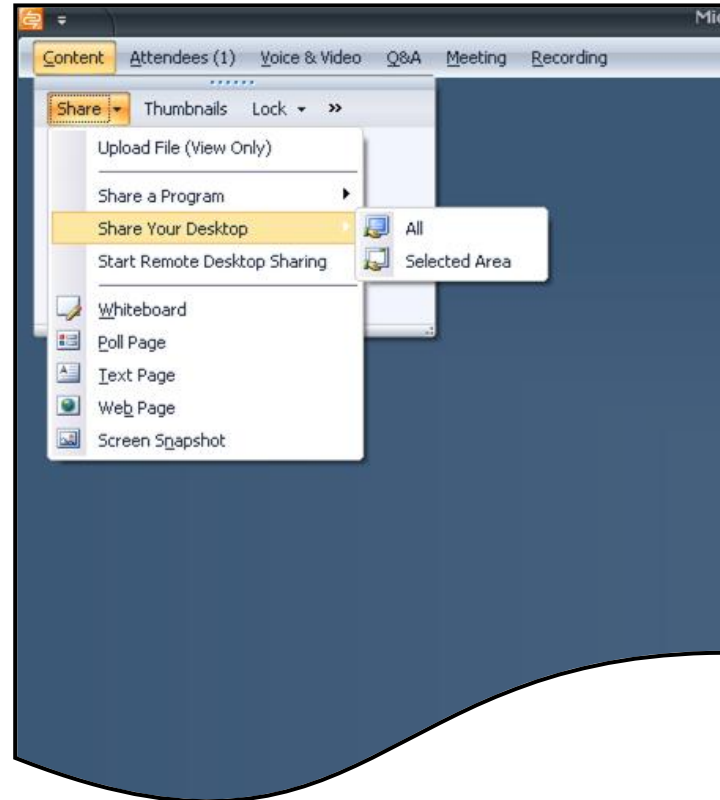


Share Desktop

Click the 'Share Your Desktop' link.

Select 'All' or 'Selected Area'.

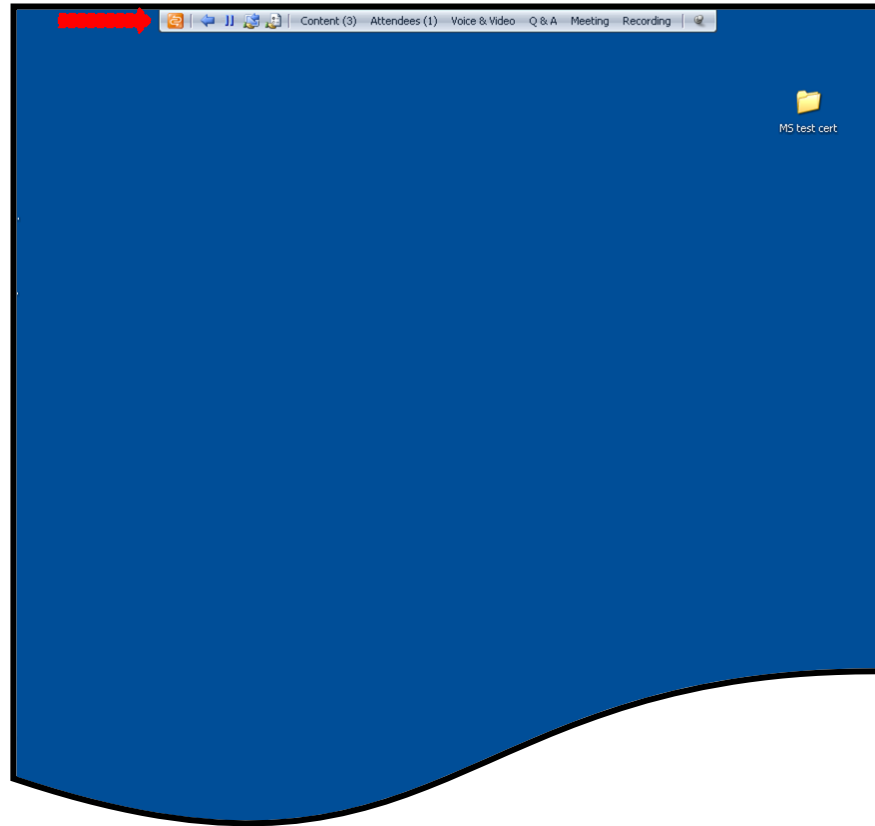
(Attendees will be able to view the Presenters desktop.)



Desktop Sharing

Once Selected, the desktop will be visible to the attendees.

Notice the menu bar is now displayed at the top of the page.

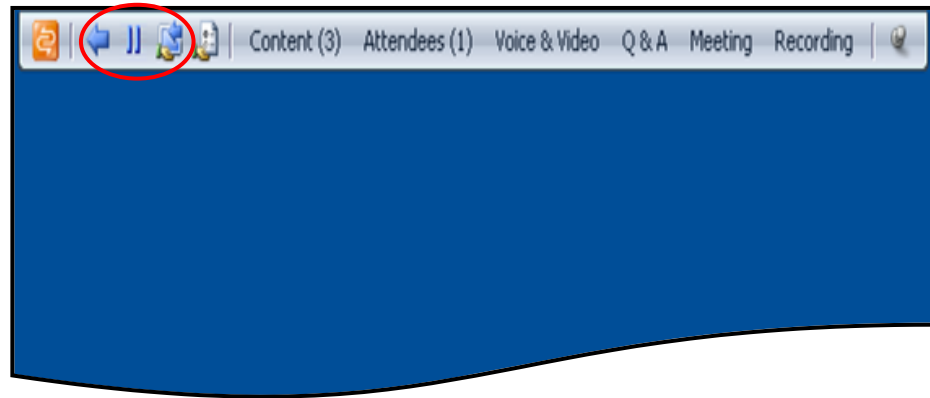


Desktop Sharing

Click  to end sharing the desktop.

Click  to pause desktop sharing.

Click  to give control to an attendee.



Remote Desktop Share

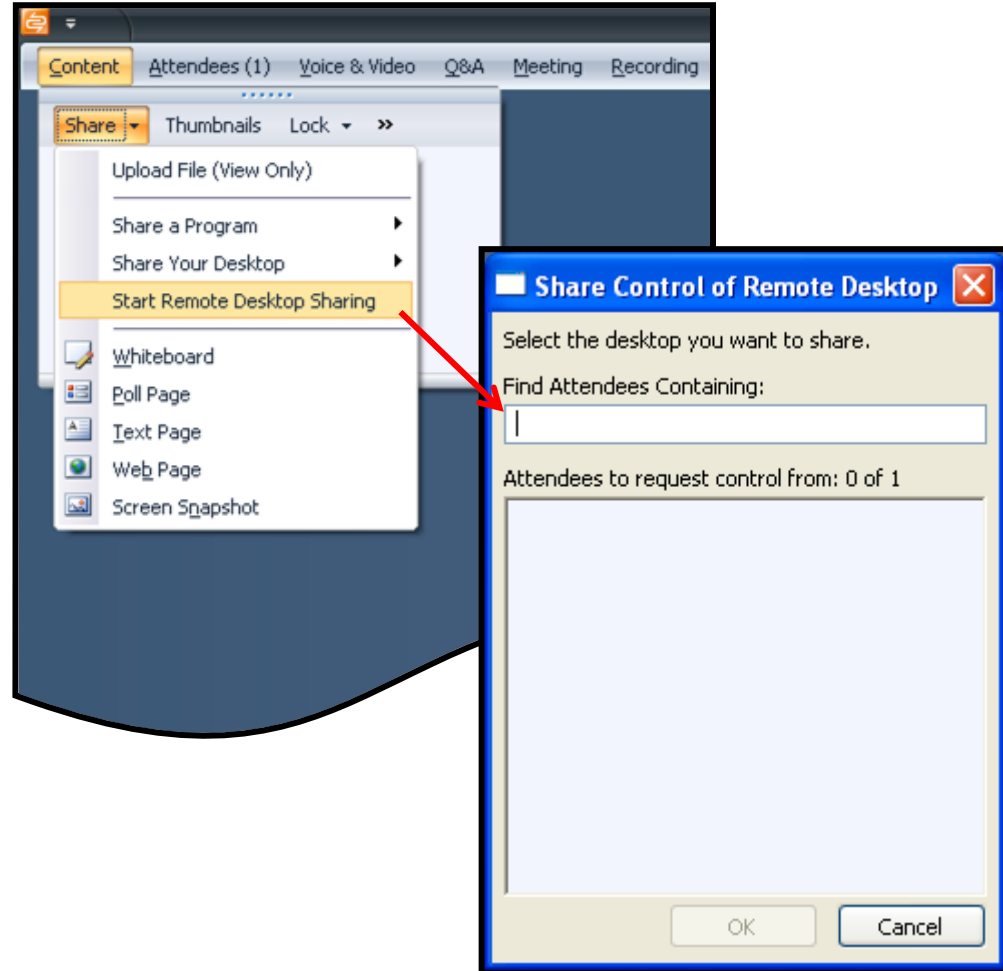
Select 'Start Remote Desktop Sharing', from the open Content pane.

Find 'Attendees',

Select 'Attendees to request control from'.

Click 'OK'

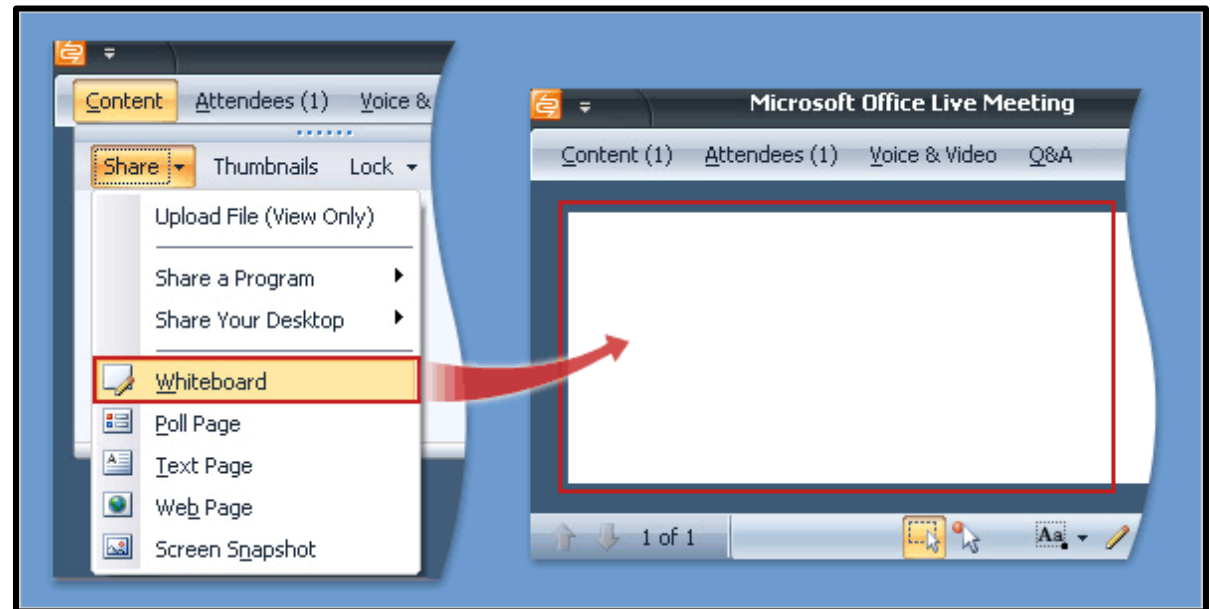
(This sharing tool allows the Presenter the ability to take control of an attendees computer, certain permissions may apply.)



Whiteboard

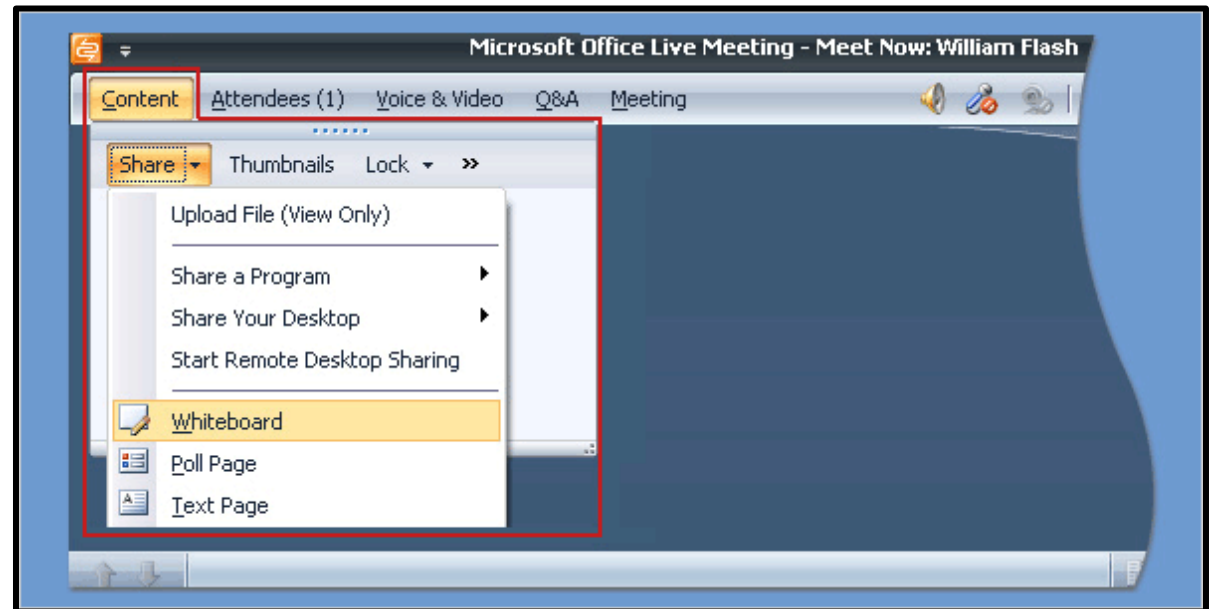
The Whiteboard is a feature that allows attendees to share ideas, brainstorm and add annotations.

Note: The Presenter must assign permissions to attendees to enable them to use the annotation tools.



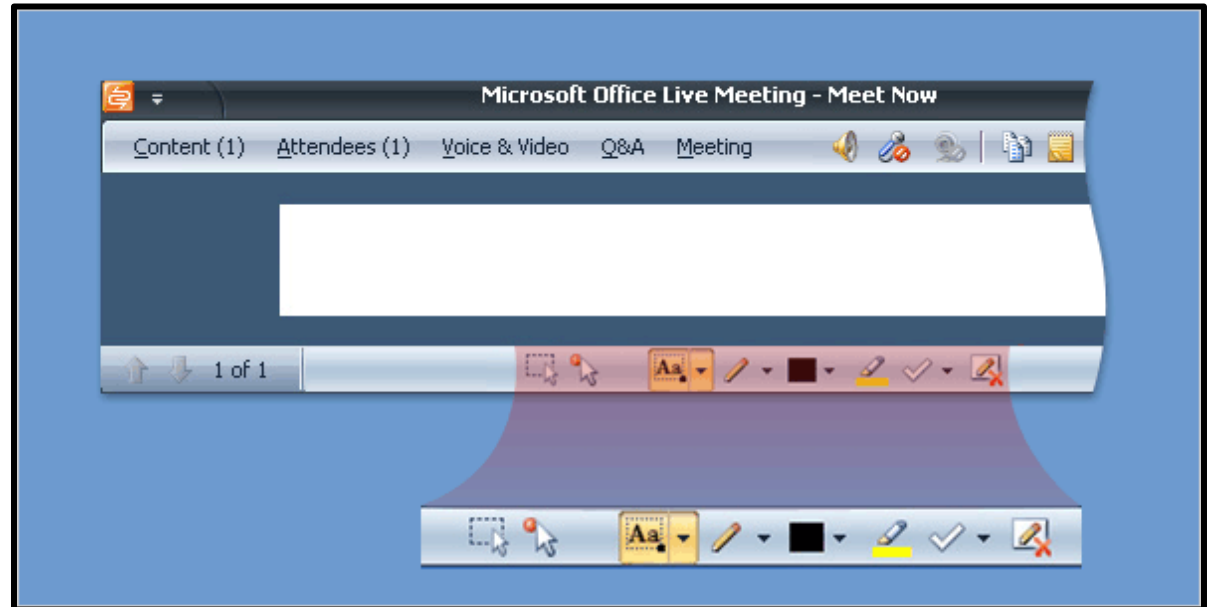
White Board

To access the Whiteboard tool, open the Content pane, Click 'Share' and Select the 'Whiteboard'.



Annotation tools

The annotation tools, allow the Presenter and Attendees the ability to draw freehand, add shapes or text, change the color of text and images, and highlight and arrange information in a logical manner within the whiteboard.



White Board Annotation Tools

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- **Select Annotations:** This tool is used to select an annotation. You need to select an annotation to move, delete, or modify it.
- **Pointer:** This tool is used to draw the attendees' attention to a specific area on the displayed slide. It works like a laser pointer. To point to a specific portion of the presentation area, click and drag the pointer across the presentation area.
- **Draw Text:** This tool is used to enter text. From the drop-down menu, you can select options to change font and text size.
- **Draw Freehand:** This tool is used to draw shapes freehand.
- **Color Picker:** This tool is used to change the color of the text and drawing annotations.

Annotation Tools

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- **Highlighter:** This tool is used to add a highlight to a specific area of the displayed slide.
- **Stamping Tools:** This tool is used to insert a stamp on the displayed slide. There are three different stamps available: the Arrow Stamp, the Check Stamp, and the X Stamp.
- **Clear Annotations:** This tool is used to delete all the annotations from the displayed slide.

Poll Page

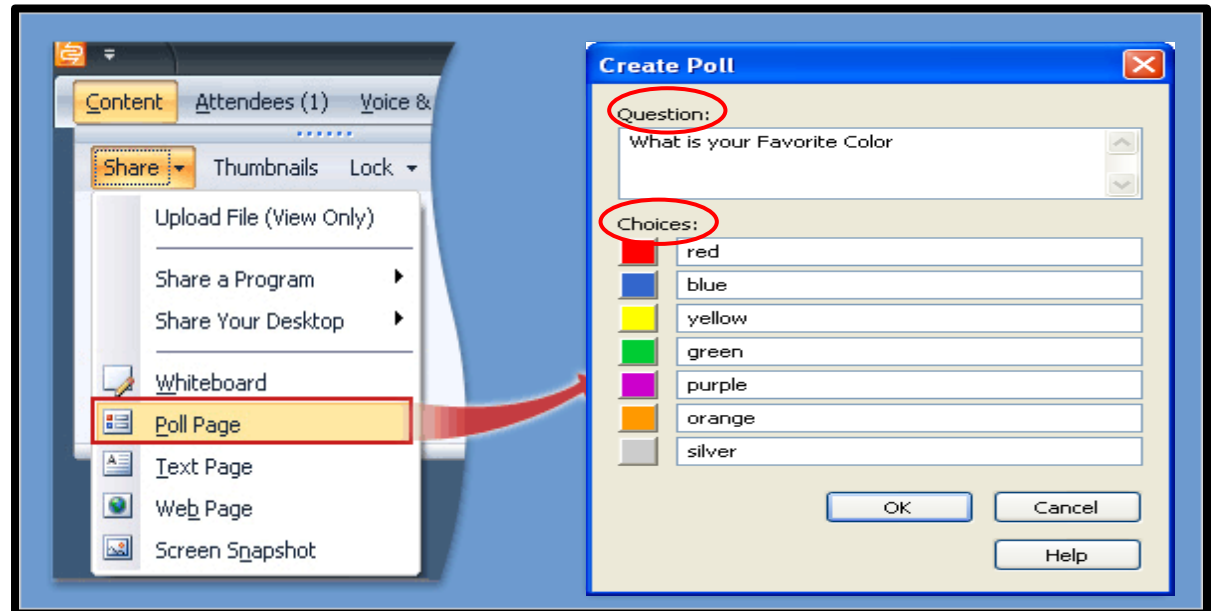
In the Content pane click 'Share' and then click 'Poll Page'.

In the Create Poll dialog box, type the question that you want to ask the attendees.

Type labels for each choice.

Click 'OK'.

The poll is now displayed for all attendees to complete.



Polls provide the opportunity to conduct a basic needs assessment, encourage attendee participation, or solicit feedback from the audience during the LiveMeeting.

Show Poll Page

Attendees must select the option button or colored box response from the choices displayed.

To allow attendees to view the results of the poll, right click the 'Results are hidden' icon at the bottom of the interface.

Note: the Contents (4) keeps track of the documents opened to be used.

The screenshot shows a poll interface with the following elements:

- Navigation Bar:** Content (4), Attendees (1), Voice & Video, Q&A, Meeting, Recording.
- Content Panel (Left):** [Poll 2], [White Board 2], Avery Labels Settings.pptx, Count Day.pdf.
- Poll Question:** What is your favorite color
- Poll Choices:**
 - ☐ red
 - ☐ blue
 - ☐ yellow
 - ☐ green
 - ☒ purple
 - ☐ orange
 - ☐ silver
- Results:**

0%	0
0%	0
0%	0
0%	0
100%	1
0%	0
0%	0
- Context Menu (Right-clicked on 'Results are hidden'):**
 - Next (Ctrl+Down)
 - Previous (Ctrl+Up)
 - Last Viewed
 - Go To Page
 - Show Poll Results (Ctrl+Shift+W) - **Highlighted**
 - Open Polls (Ctrl+Shift+O)
 - Edit Poll (Ctrl+Shift+E)
 - Clear Polls (Ctrl+Shift+K)
 - Request Control
 - Print to PDF
 - Review Current Pages
 - Thumbnails
 - Display Full Screen
- Bottom Bar:** Polls are closed, Results are hidden.

Hide Poll Page

Right click the 'Results' link to hide the results from the attendees.

To modify the poll question or choices, click 'Edit Poll' located in the 'Results' option drop down menu.

The screenshot shows a web application interface for a poll. The main area displays the poll question: "What is your favorite color". Below the question, there are poll choices: red, blue, yellow, green, purple, orange, and silver. The results section shows the percentage of votes for each choice: red (0%), blue (0%), yellow (0%), green (0%), purple (100%), orange (0%), and silver (0%). A context menu is open over the 'Results' section, with the 'Edit Poll' option highlighted. The menu also includes options like 'Next', 'Previous', 'Last Viewed', 'Go To Page', 'Hide Poll Results', 'Open Polls', 'Edit Poll', 'Clear Polls', 'Request Control', 'Print to PDF', 'Review Current Pages', 'Thumbnails', and 'Display Full Screen'. Red arrows point to the 'Edit Poll' option and the 'Results' section.

Poll Question:

What is your favorite color

Poll Choices:

- ☐ red
- ☐ blue
- ☐ yellow
- ☐ green
- ☒ purple
- ☐ orange
- ☐ silver

Results:

Choice	Percentage	Count
red	0%	0
blue	0%	0
yellow	0%	0
green	0%	0
purple	100%	1
orange	0%	0
silver	0%	0

Context Menu:

- Next (Ctrl+Down)
- Previous (Ctrl+Up)
- Last Viewed
- Go To Page
- Hide Poll Results (Ctrl+Shift+I)
- Open Polls (Ctrl+Shift+O)
- Edit Poll (Ctrl+Shift+E)
- Clear Polls (Ctrl+Shift+K)
- Request Control
- Print to PDF
- Review Current Pages
- Thumbnails
- Display Full Screen

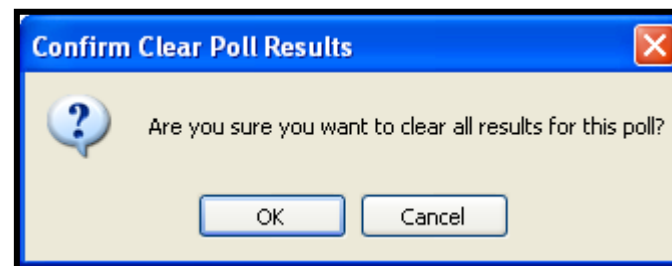
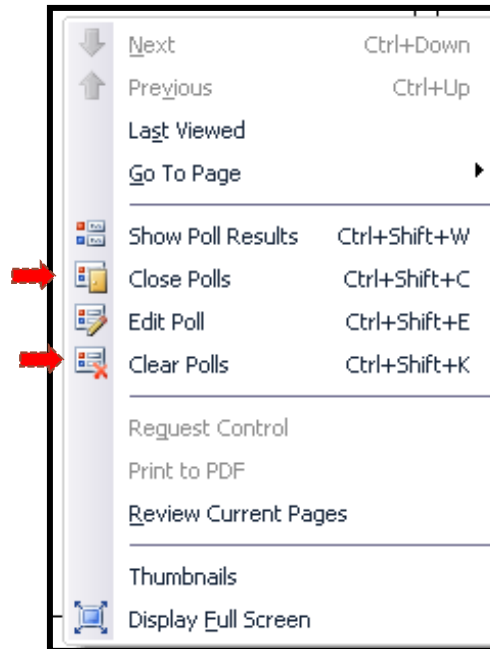
Results are shown

Closing Polls

Once all responses are gathered, the poll may be closed.

Click the 'Close Polls' option. To open the poll again click 'Open Polls'.

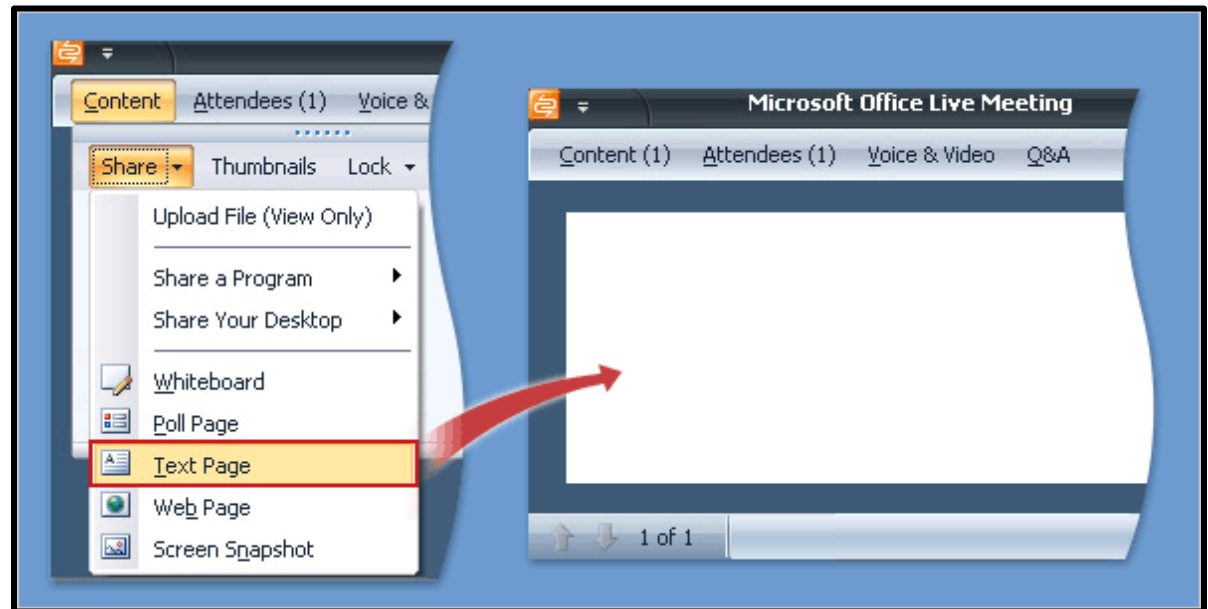
Delete Poll results by clicking on 'Clear Polls'. Click OK in the Confirm Clear Poll Results window box.



Text Page

The Text Page allows attendees to copy text from any source, such as Microsoft Office Word or HTML pages, and paste it into the Text Page.

The collaborative capabilities of a Text Page enable multiple attendees to enter text at the same time.

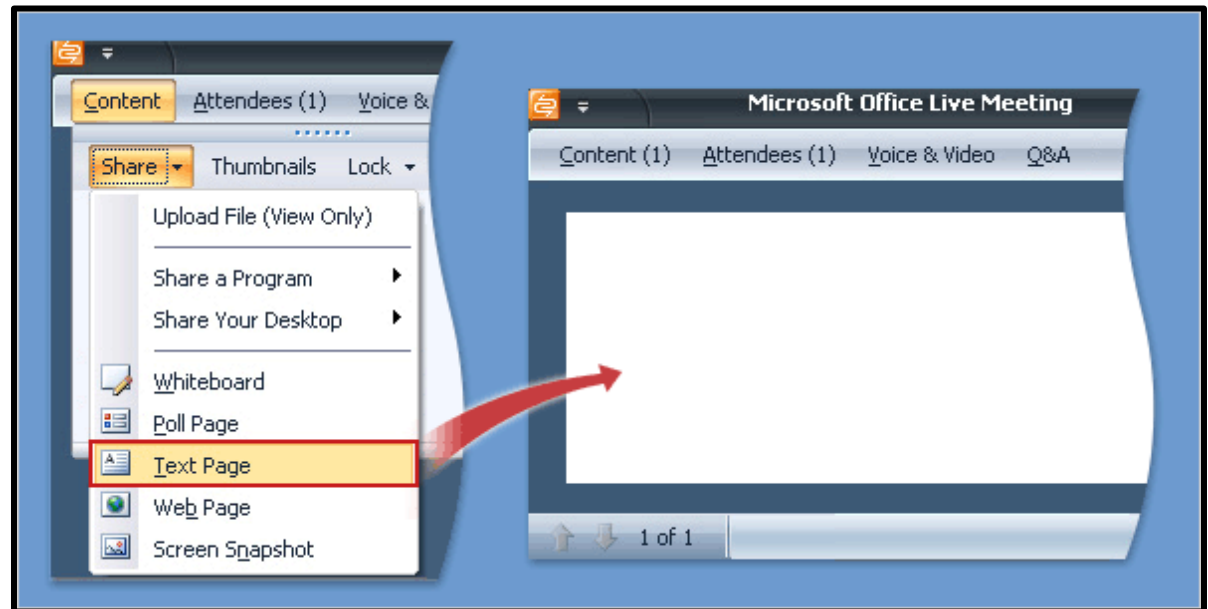


A Text Page is a blank, editable page on which the attendees can collaborate and type text content.

Text Page

In the Content pane, click the 'Share' drop down arrow and select the 'Text Page' option.

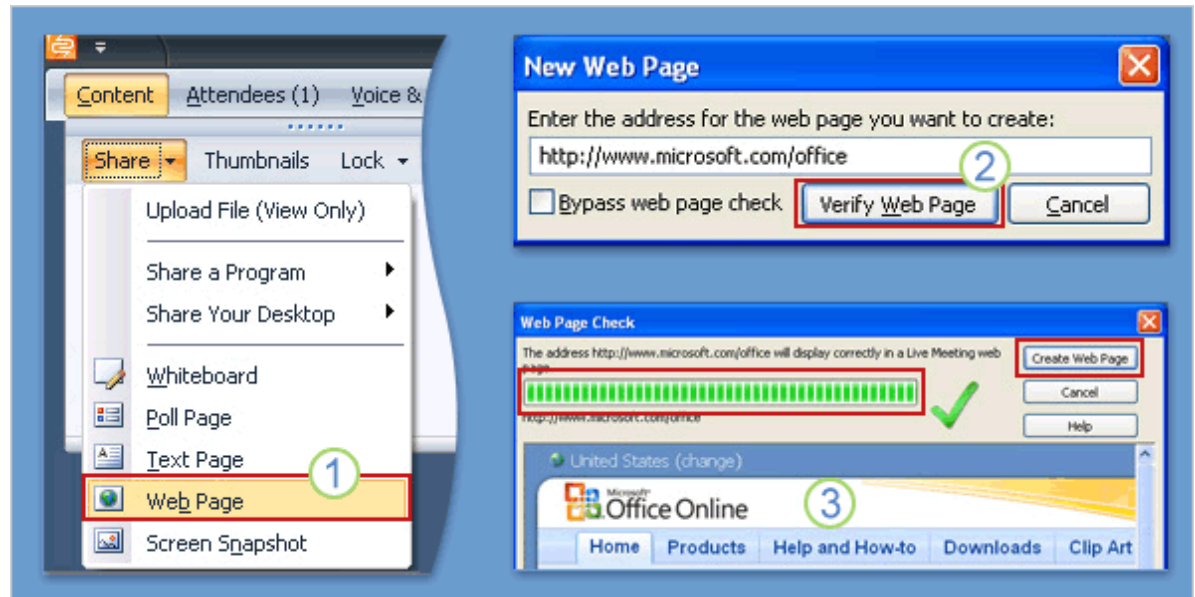
When the Text Page opens, type or paste the content.



Web Page

The Web Page feature allows the input of a Web site into the LiveMeeting. It allows all of the attendees to navigate the Web site independently and privately.

Each attendee is provided with an independent connection to the URL of the web page. This allows the attendee to navigate the site freely.

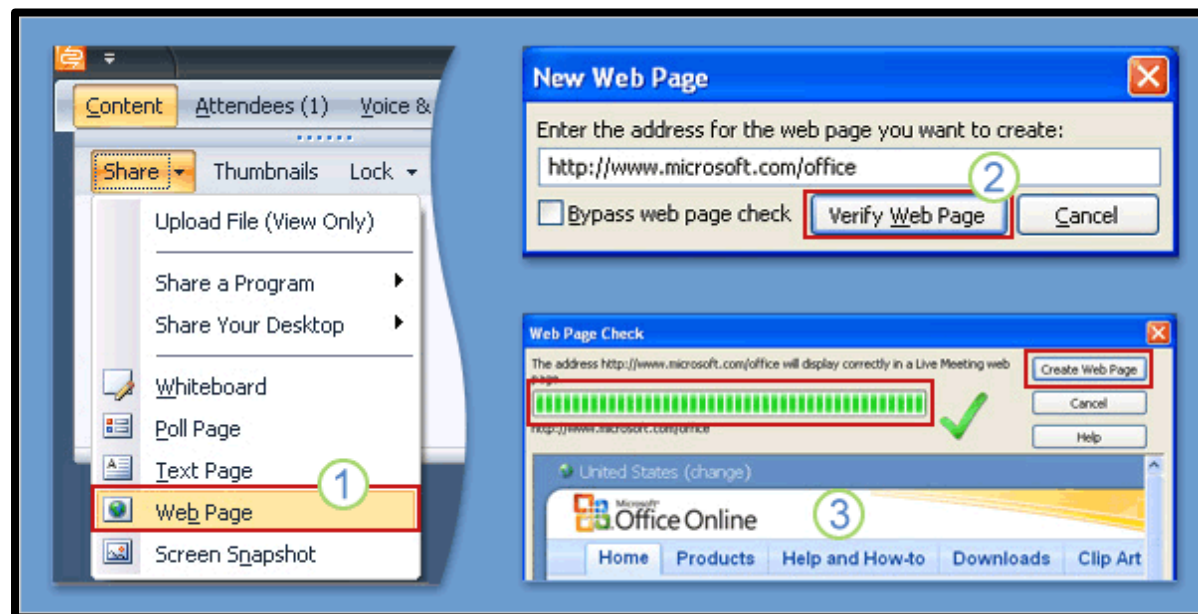


Using the Web Page feature of LiveMeeting, allows the Presenter to share the URL of any Web site with the attendees.

Use the Web Page

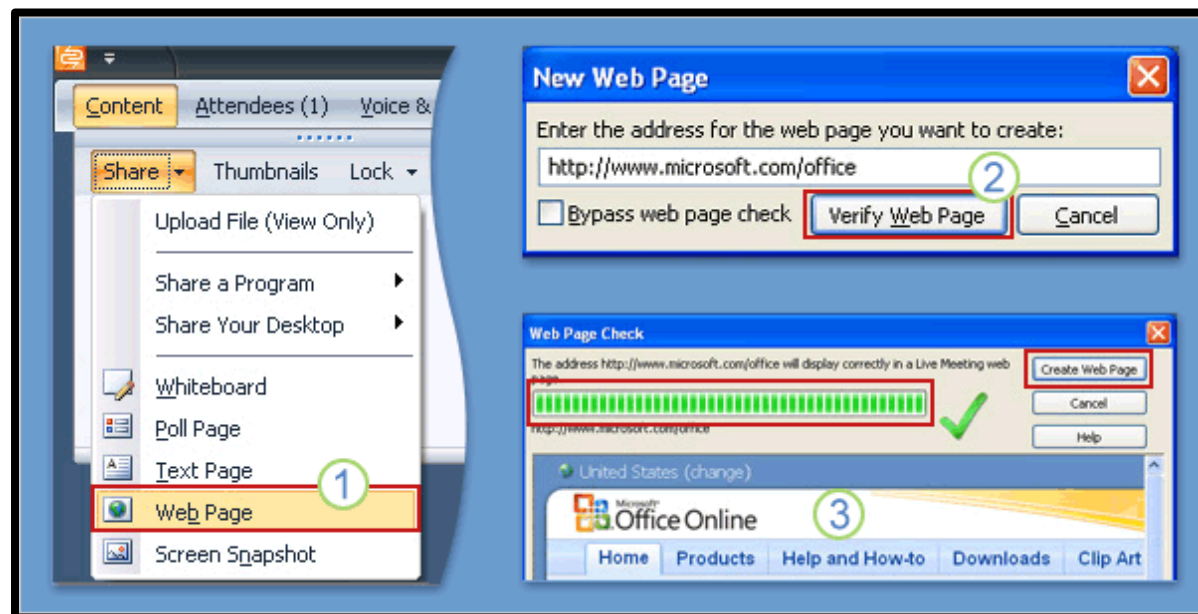
In the Content pane, click 'Share', and click 'Web Page'. ①

In the New Web Page dialog box, type the URL of the Web page that is to be shared and then click 'Verify Web Page'. ②



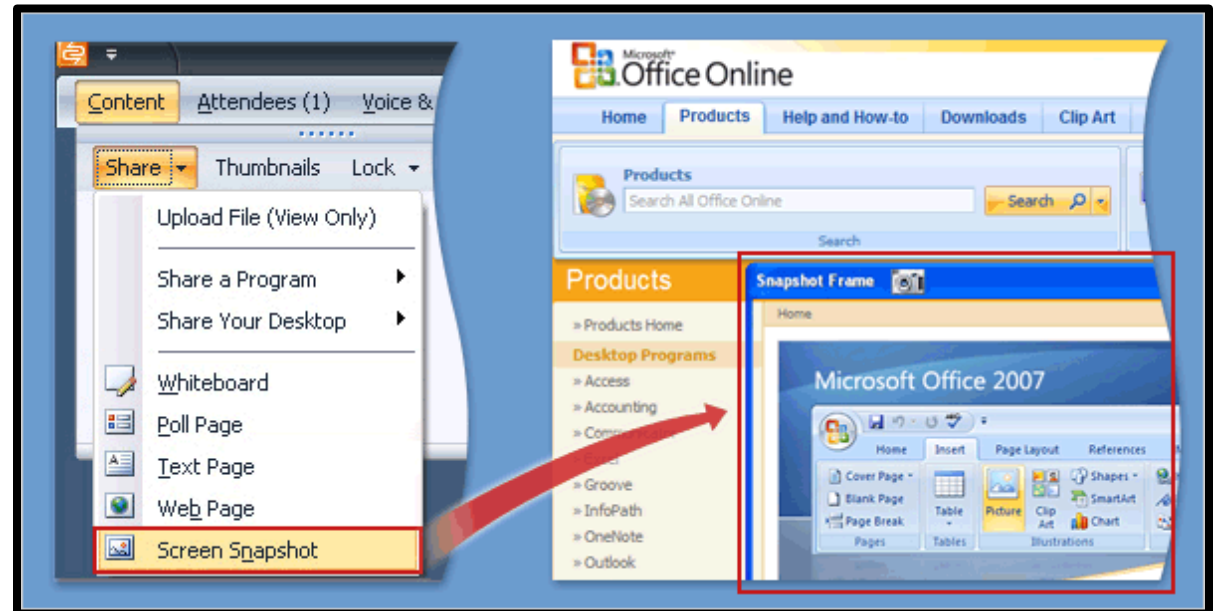
Use the Web Page

If the preview displays the web page that is intended to be shared and the web page passes the verification process, click 'Create Web Page'. ③



Screen Snapshot

Use the Screen Snapshot feature to take a snapshot of the desktop, highlighting key information to be shared.

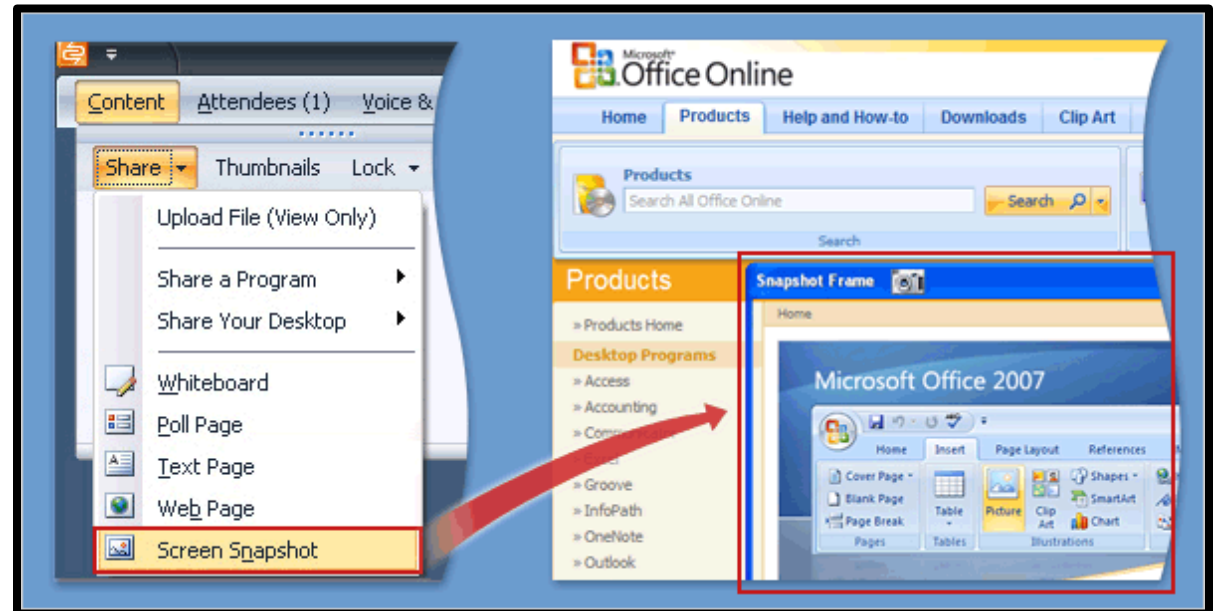


During the training, the Presenter may quickly share and annotate specific content on your computer with the attendees.

Screen Snapshot

In the Content pane, click 'Share', and then click 'Screen Snapshot'. This displays the Snapshot Frame window.

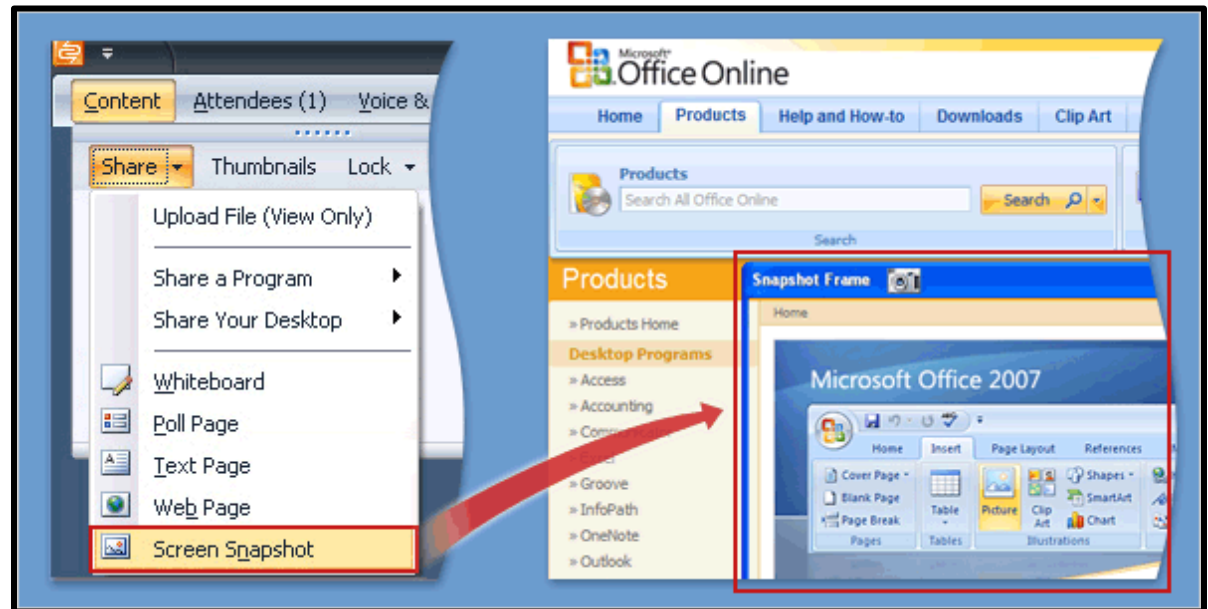
Position the upper-left corner of the frame over the area of the desktop that you want to capture.



Screen Snapshot

To capture the screenshot, click the 'camera icon' in the upper-left corner of the frame.

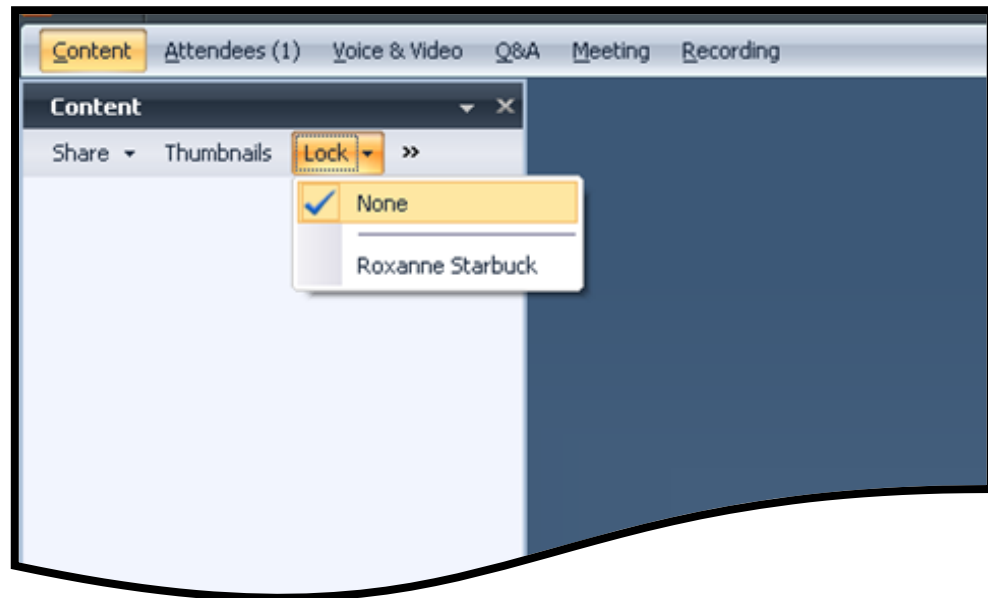
The snapshot is captured and loaded into the LiveMeeting interface.



Lock Meeting

In the Content pane, click 'Lock' to lock the Content list.

Select None or a specific attendee(s).



Lesson 2



SET UP VOICE AND VIDEO

LiveMeeting Audio Options Set up

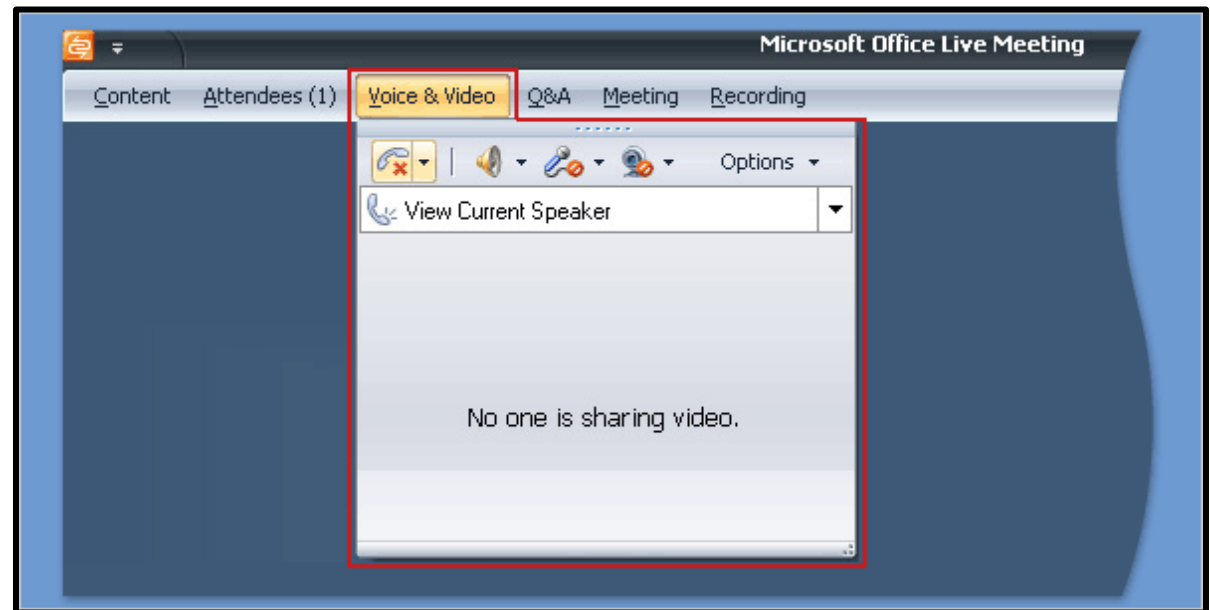
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- When using Outlook to set up and access LiveMeeting, set up audio by simultaneously using:
 - The computer audio option
 - The traditional audio conferencing option
- LiveMeeting can deliver two-way audio through the computer. This does not require any telephone connection and is cost-effective. If the computer audio option is set up, the presenter and the attendees only need speakers and microphones for the meeting audio.
- The audio options can be set up in LiveMeeting based on the deployment method.
- LiveMeeting supports traditional telephone audio. If you already have a telephone conferencing account, you can configure your LiveMeeting audio options to include the phone number and pass code information in your Outlook invitation.

Set Up Voice & Video

To make the voice and video capability of LiveMeeting available to the attendees, you need to set up voice and video options before the meeting starts.

Open Outlook and open the original email invitation.

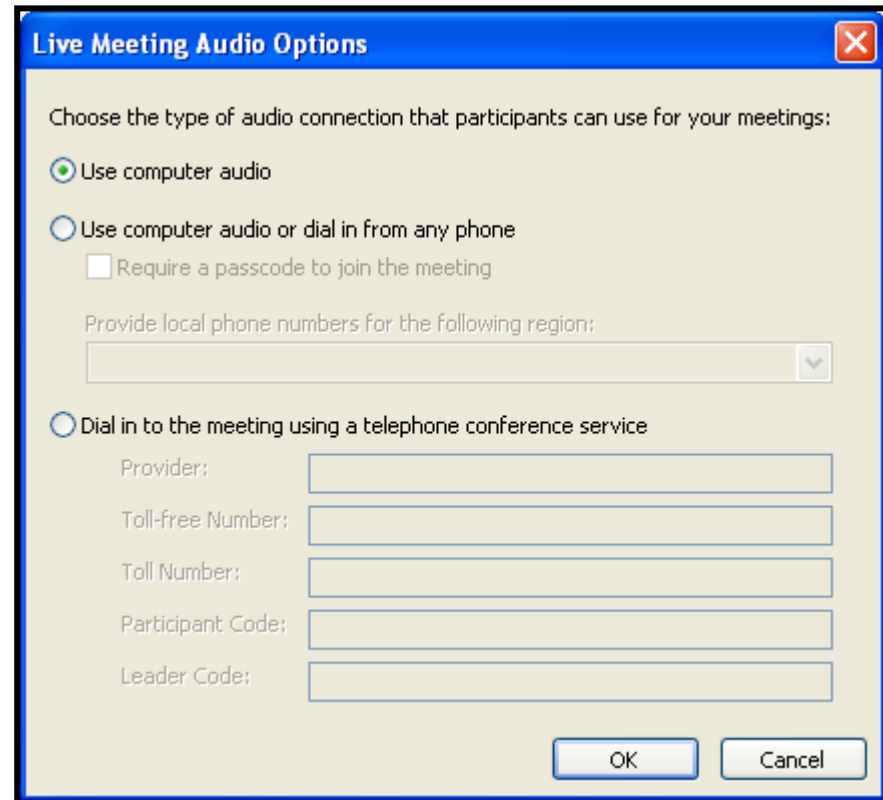
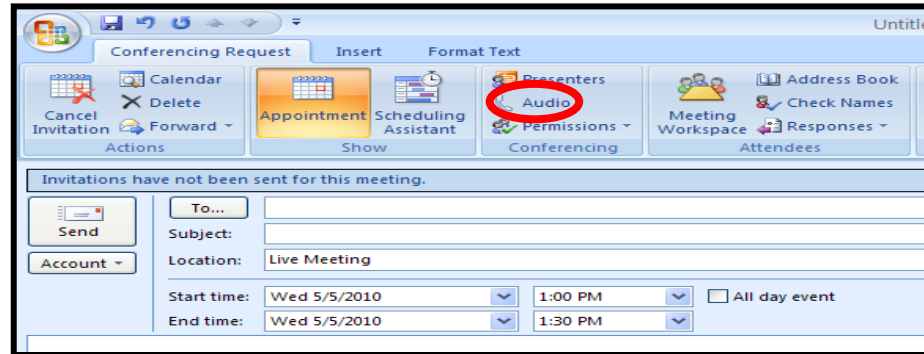


The audio and visual features of a LiveMeeting enable the Presenter to collaborate and engage with attendees in real time without being in the same place.

Set Up Computer Audio

Click 'Audio' to set the audio options, in the LiveMeeting invitation.

Click 'Use Computer Audio', In the Live Meeting Audio Options dialog box, and then click 'OK'.



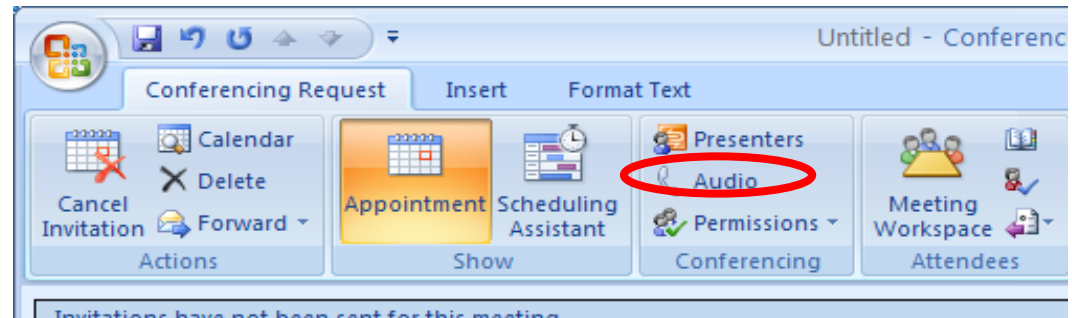
Set Up Telephone Conferencing

Click 'Audio', in the original email invitation.

Select 'Dial in to the meeting using telephone conference service'.

Enter the conferencing details.

Click 'OK'



Live Meeting Audio Options

Choose the type of audio connection that participants can use for your meetings:

☐ Use computer audio

☐ Use computer audio or dial in from any phone

☐ Require a passcode to join the meeting

Provide local phone numbers for the following region:

☒ Dial in to the meeting using a telephone conference service

Provider:

Toll-free Number:

Toll Number:

Participant Code:

Leader Code:

Telephone Conferencing

Notice the Telephone Conferencing information is located in the email invitation.

(This should be done at the time of the original email in order for the attendees to have the correct information.)

Untitled - Conferencing Request

Conferencing Request Insert Format Text

Calendar Calendar Presenters Meeting Workspace Attendees Show As: Busy Reminder: 15 minutes Recurrence Time Zones Categorize Spelling Proofing

Cancel Invitation Forward Actions Appointment Scheduling Assistant Audio Permissions Conferencing

Invitations have not been sent for this meeting.

To... Roxanne Starbuck:

Subject:

Location: Live Meeting Rooms...

Start time: Wed 5/5/2010 2:00 PM All day event

End time: Wed 5/5/2010 2:30 PM

Roxanne Starbuck has invited you to attend an online meeting using Microsoft® Office Communications Server.

[Join the meeting](#)

Make sure the Office Live Meeting client is installed before the meeting:

- I am connecting from [inside the DOE network](#)
- I am connecting from [outside the DOE network](#)

AUDIO INFORMATION

Telephone Conferencing

Choose one of the following:

- Start the Office Live Meeting client, and then in the Voice & Video pane, click Join Conference. The conferencing service will call you at the number you specify. (Recommended)
- Dial the conferencing service directly, and enter the participant code shown below:

Toll-free: +1-8004254526

Toll: +1-8004254526

Passcode: 123

TROUBLESHOOTING

Unable to join the meeting? Start Office Live Meeting and join the meeting with the following information:

Meeting ID: a219cb60da1642869b2d2d9a952e01df

Entry Code: W9Z1mzTFZUc6

Location: [meet:slp:rstarbuck@doe.nv.gov:gruu:opaque=app:conf:focus:id:a219cb60da1642869b2d2d9a952e01df%3Fconf-key=W9Z1mzTFZUc6](#)

If you still cannot enter the meeting, contact support:

- [Inside the DOE network](#)
- [Outside the DOE network](#)

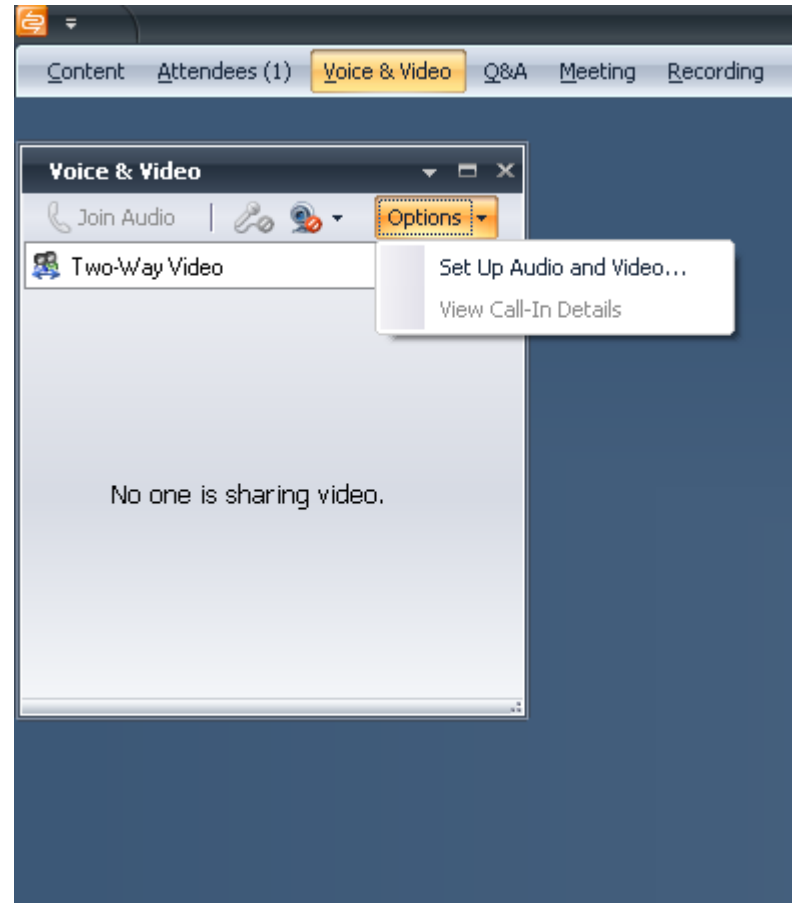
NOTICE

Office Live Meeting can be used to record meetings. By participating in this meeting, you agree that your communications may be monitored or recorded at any time during the meeting.

In Shared Folder: Calendar

Voice & Video

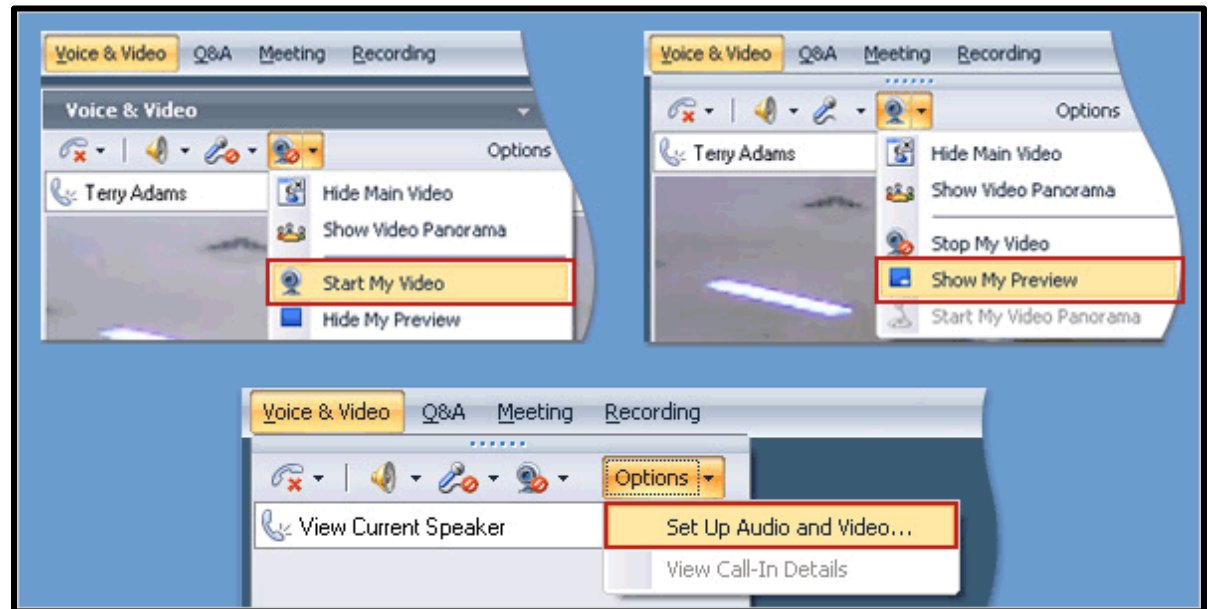
After joining the meeting, select 'View Call in Details' from the Options menu in the voice & video pane. If the Call Me option is listed, the attendee may connect to the meeting by clicking Join Audio in the LiveMeeting interface. This connects the attendee to the LiveMeeting audio conference.



Webcam

Connect the webcam to your computer. If installing a webcam for the first time, follow the instructions provided with the webcam.

LiveMeeting will automatically start the video upon Joining the meeting. The Presenter will be able to view the attendees who have connected a webcam to their computers.



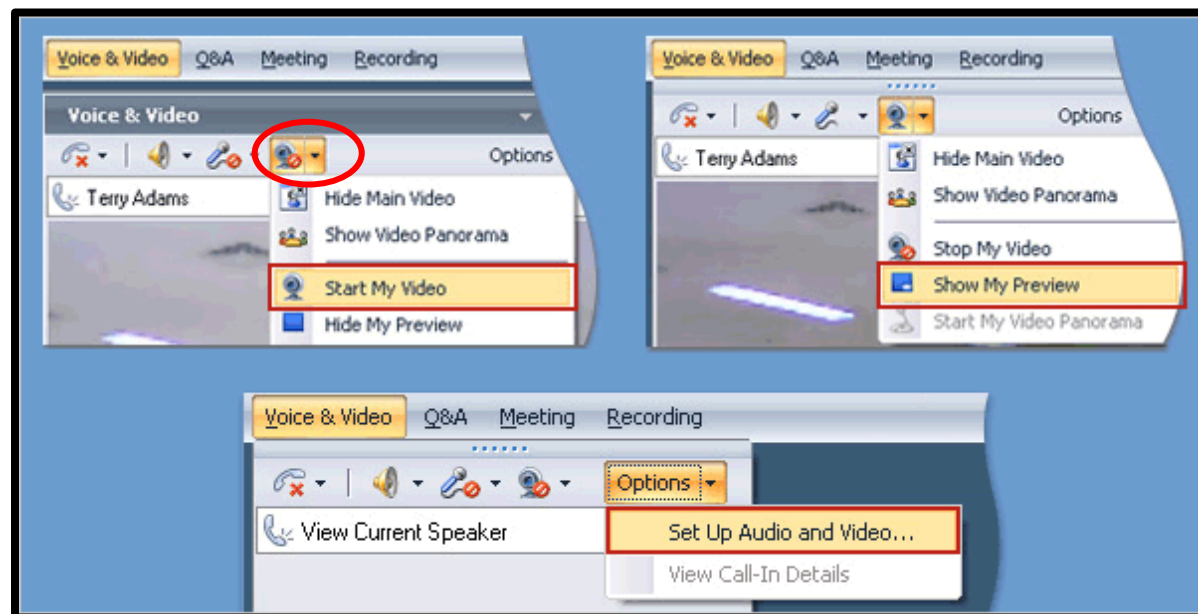
LiveMeeting allows the use of a webcam to view presenters and attendees in real time.

Webcam

To show a video, in the voice & video pane, click the 'Webcam' drop-down menu.

Click 'Start My Video'.

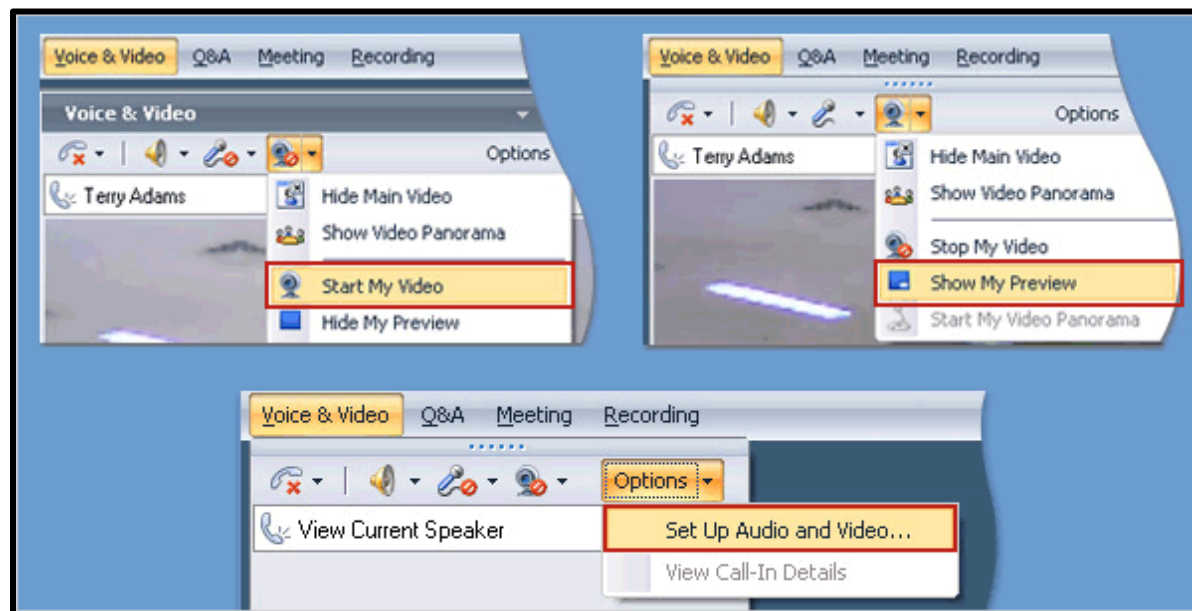
Other attendees may view the Presenter in the LiveMeeting presentation area.



Webcam

If the main video is not visible, click the 'Voice & Video' menu.

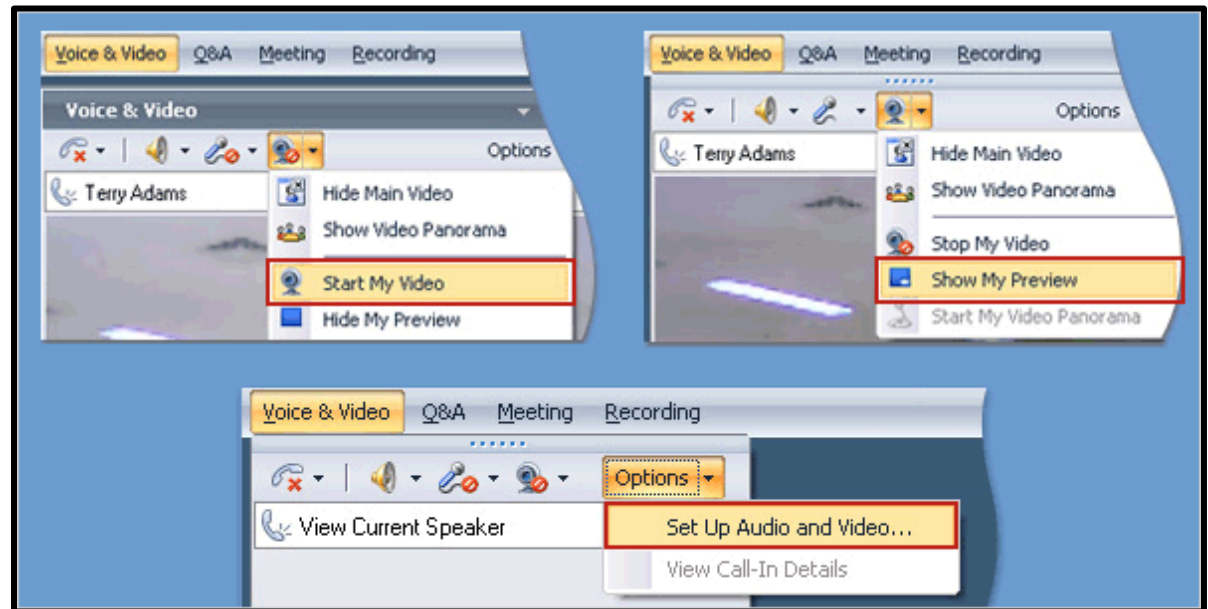
In the voice & video pane, click the 'Webcam' drop-down menu, and then click 'Show Main Video'.



Include Video Using A Webcam

To preview a video, in the voice & video pane, Click the 'Webcam' drop-down menu, and then click 'Show My Preview'.

To check the video settings, in the voice & video pane, Click 'Options', then Click 'Set Up Audio and Video'.



Lesson 3

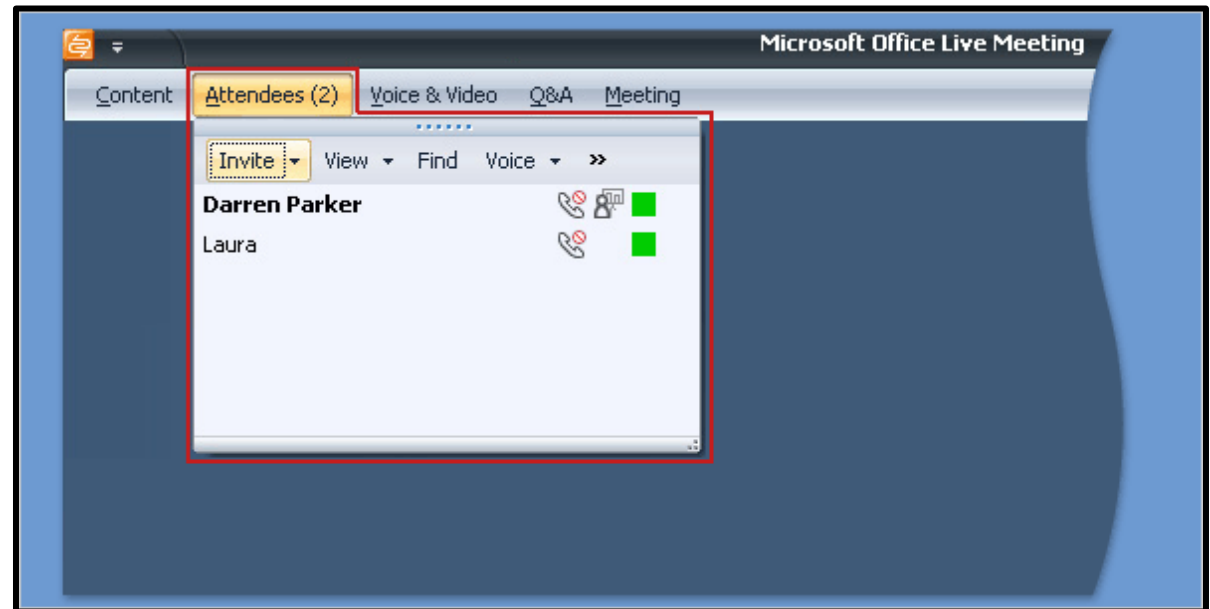


INTERACT WITH ATTENDEES

Interact With Attendees

The Presenter may use LiveMeeting to interact with the attendees, managing the attendee experience, chatting with attendees, and also providing presentation content and notes

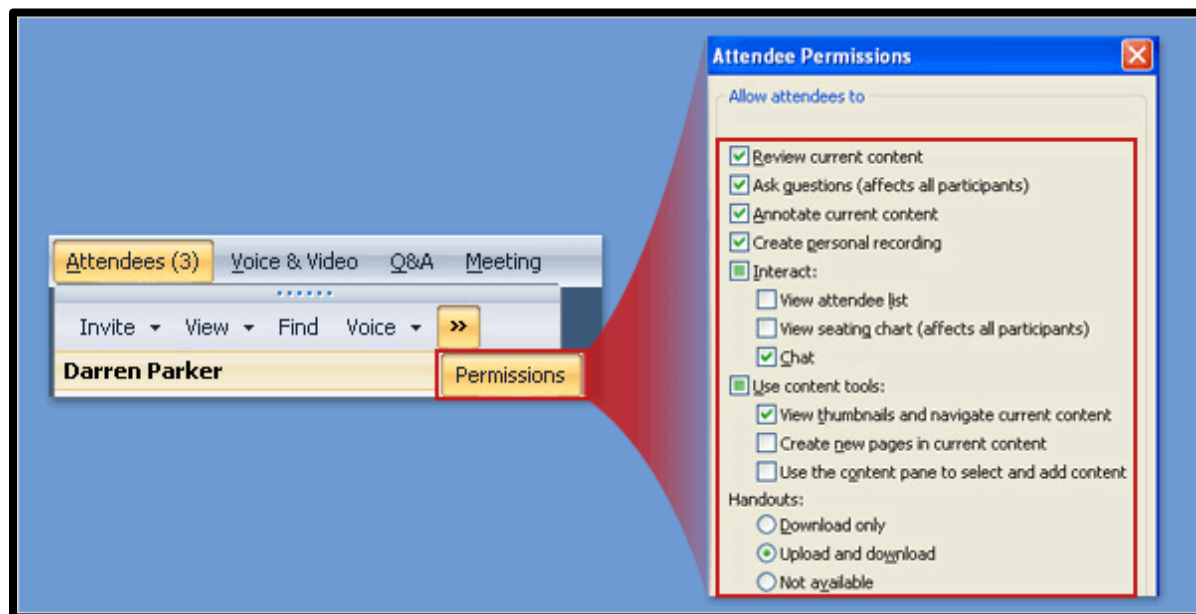
The following information will provide information on how to use the interactive features of LiveMeeting.



Manage Attendee Permissions

Use the Attendee Permissions to control attendee access to meeting content. This option will also define the pace of the meeting.

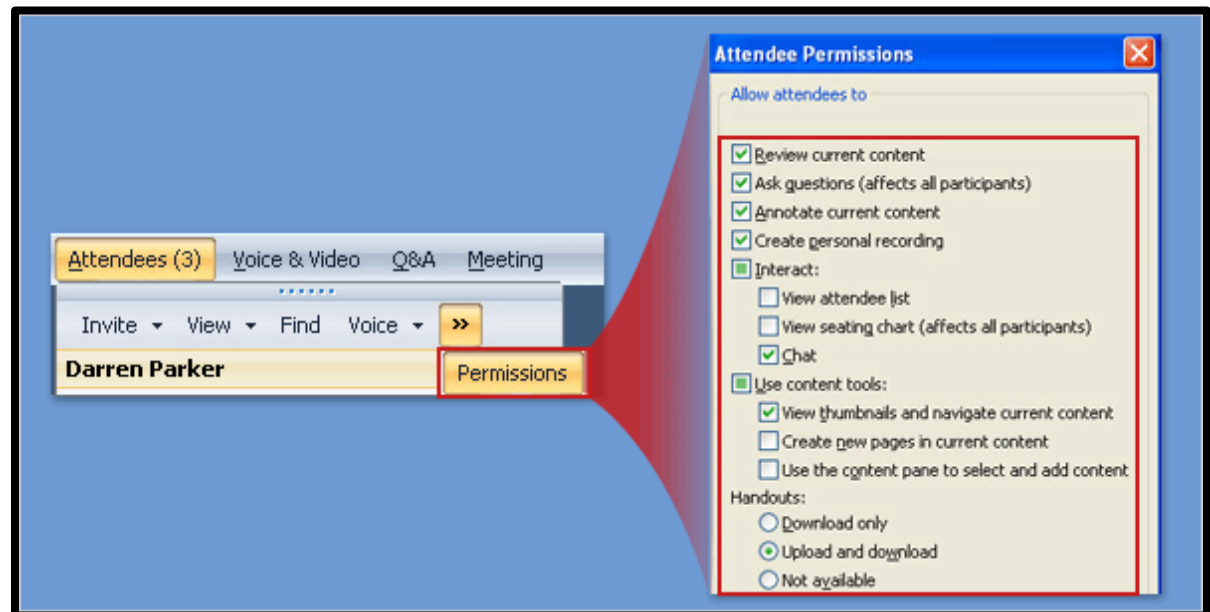
(Note: Presenter can control what the Attendees will see and how much interaction they can do with the Attendee Permissions window.)



Manage Attendee Permissions

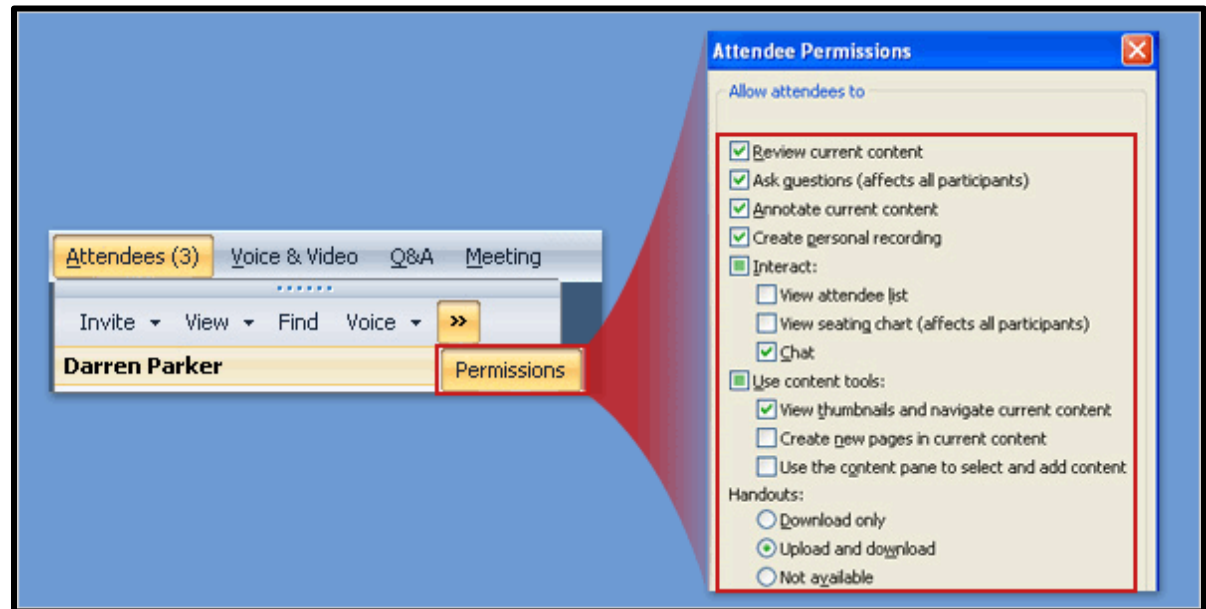
Click 'Attendees' to open the Attendees pane, Click the '>>' (More) icon, and Click 'Permissions'. This displays the Attendee Permissions dialog box.

To assign the required permissions, select or clear the check boxes next to the various permissions shown.



Manage Attendee Permissions

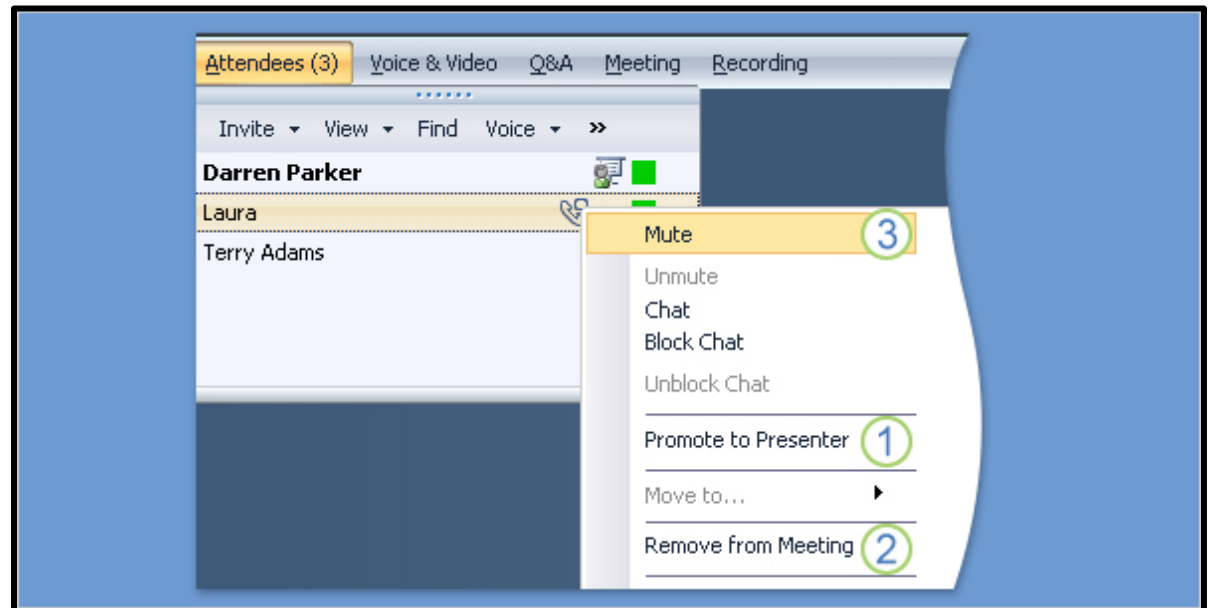
Define permissions to allow the attendees to ask questions, interact with the presenter and other attendees, use the content tools to create allow attendees to edit documents, upload handouts, and share notes.



To manage attendee permissions, the Presenter must be signed in to the meeting as the Presenter.

Manage Attendees

- 1 Promote an attendee to presenter.
- 2 Remove an attendee from a meeting.
- 3 Change an attendee's status to Mute or Unmute.

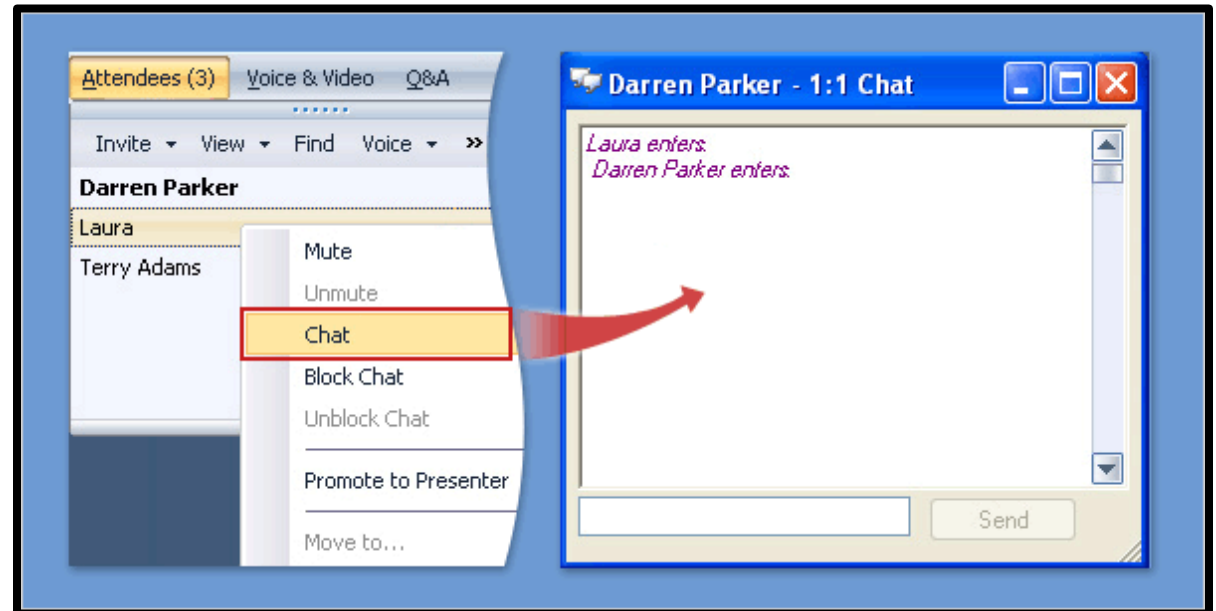


Sometimes the Presenter may want to change the status of one or more attendees, to modify their level of activity in the meeting.

Chat with Attendees

In the Attendees pane, right-click the attendee with whom you wish to chat with.

Click 'Chat' to open the chat window where messages can be typed.

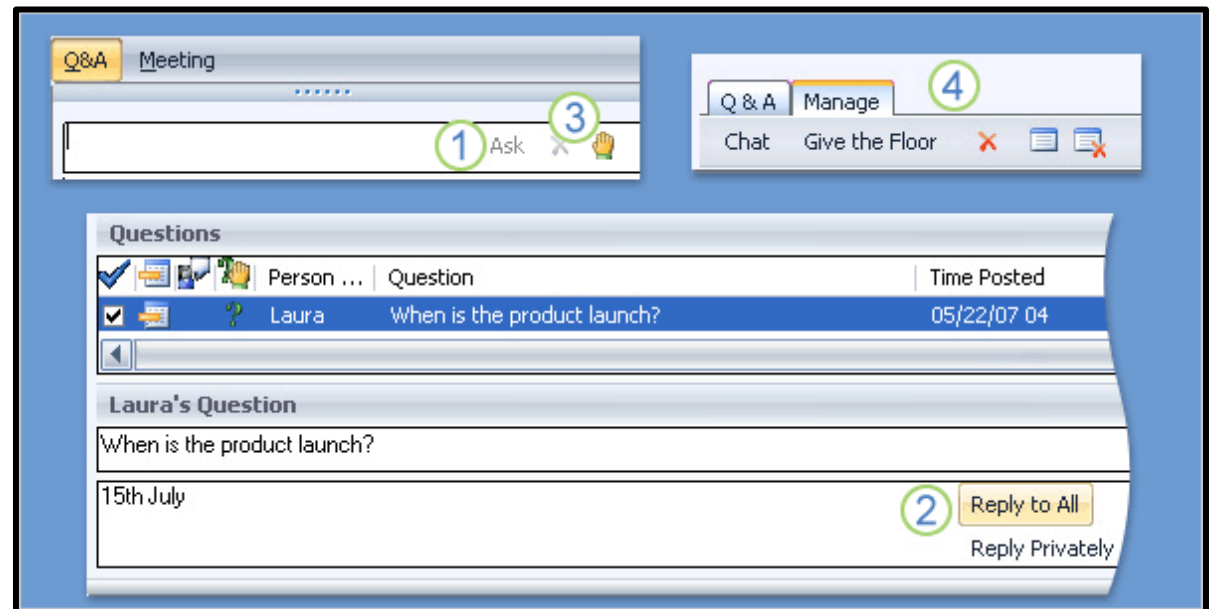


LiveMeeting provides a Chat feature that enables two participants to have a one-on-one chat with each other.

Q & A

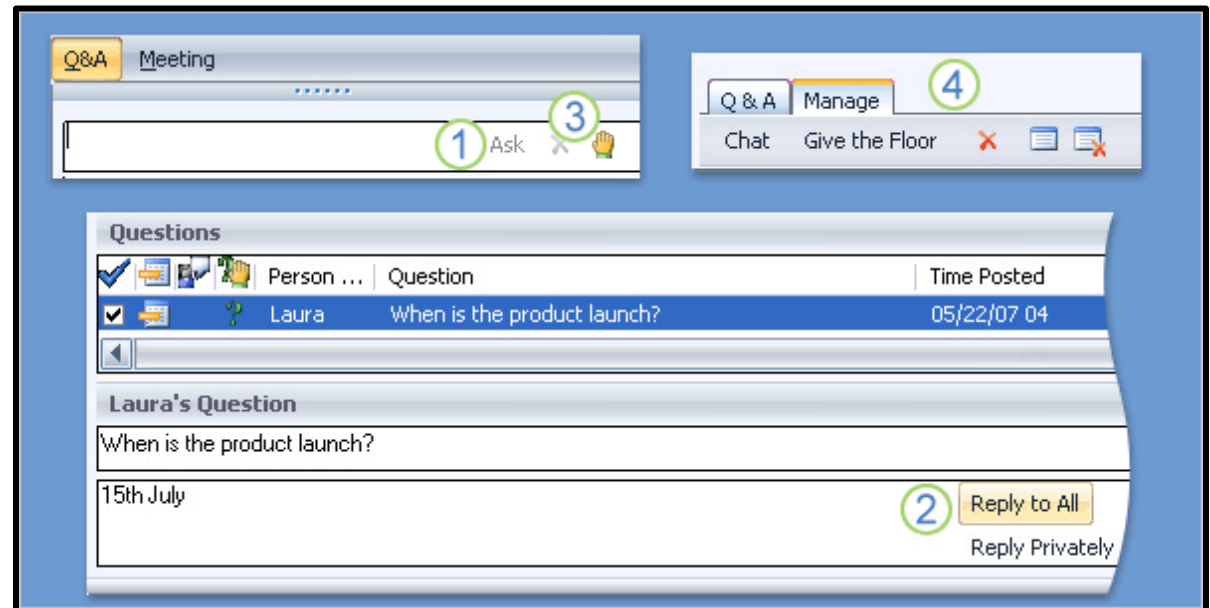
The Q&A feature, specifically the Question Manager, helps to organize, sort, manage, and respond to questions quickly.

The Question Manager identifies each question by the name of the person who raised it and by the time it was posted.



Q & A

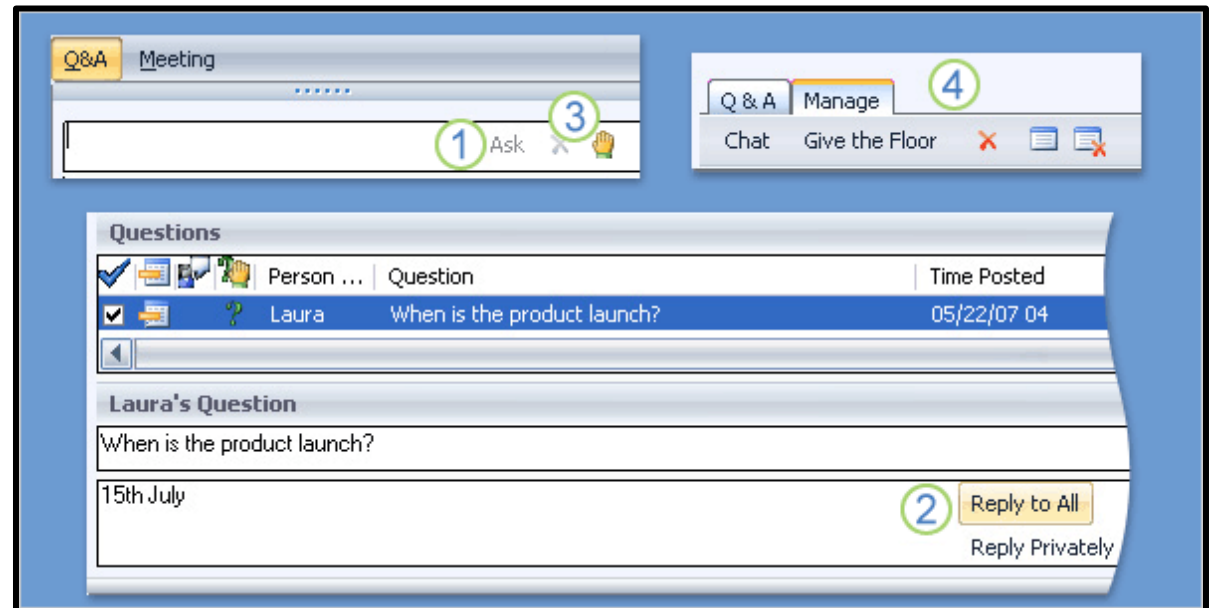
- 1 Click the Q&A pane link on the menu bar to display the Q&A pane where questions must be typed.
- 2 When an attendee asks a question, click 'Reply to All' or 'Reply Privately' to answer the question.



Q & A

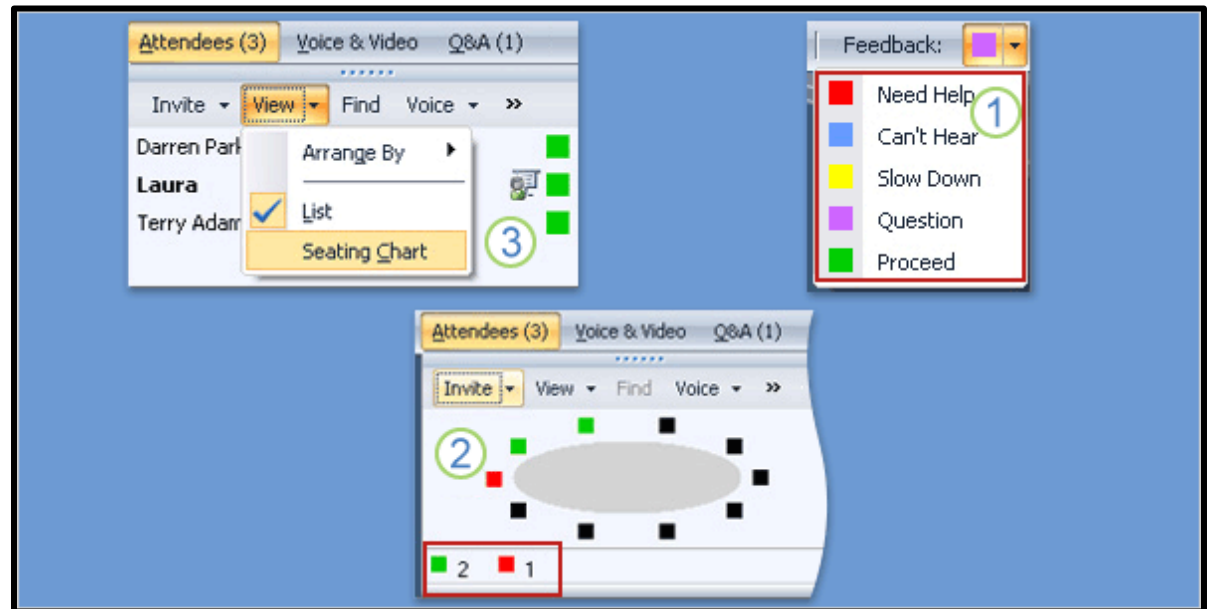
- ③ Attendees may indicate a question by using the 'Raise your hand' icon.
- ④ To seek clarification or input from an attendee, use the 'Give the Floor' feature. Make sure the attendee is highlighted so that the option enabled.

(Questions can be deleted by clicking the delete icon, displayed in example ④ .)



Manage Feedback

- 1 Attendees may click the Feedback icon in the upper-right corner of your LiveMeeting. This displays the list of default feedback items.
- 2 When an attendee selects feedback from the list, it's reflected in the seating chart along with the attendee list.
- 3 The Presenter may view attendees in the form of a seating chart by clicking 'View', in the Attendees pane, and then selecting 'Seating Chart'.

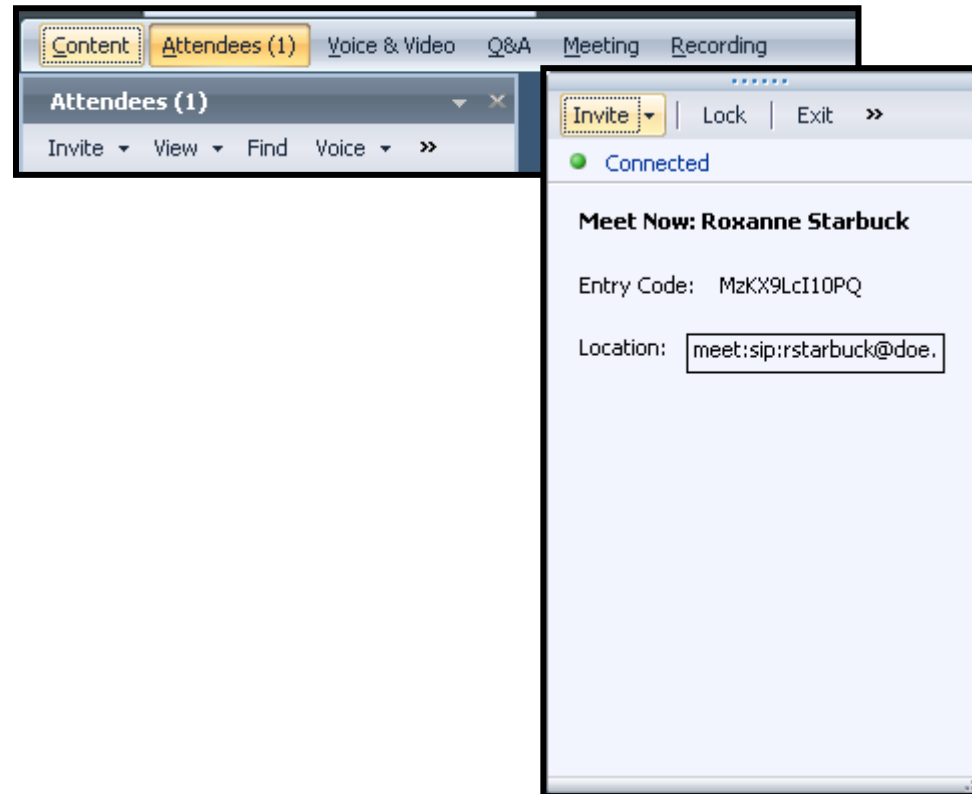


Use the Feedback and Seating Chart features available in LiveMeeting to obtain quick feedback from the attendees.

Meeting Pane

Click the 'Meeting' pane link to view meeting information, invite attendees, lock or unlock the meeting or exit or end LiveMeeting by selecting 'Exit' or '>>'.

When the meeting is locked, no other attendees can join the meeting.



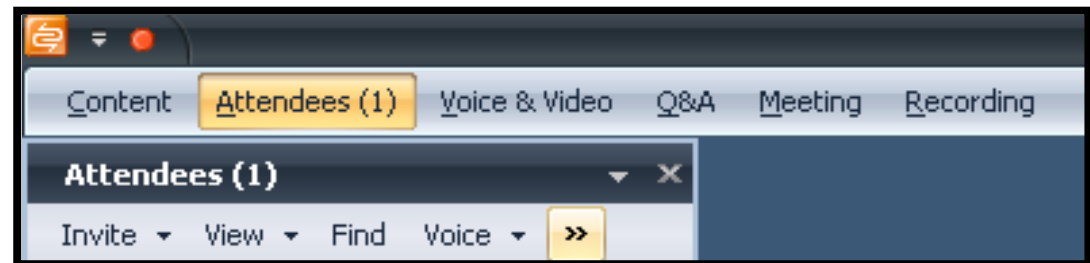
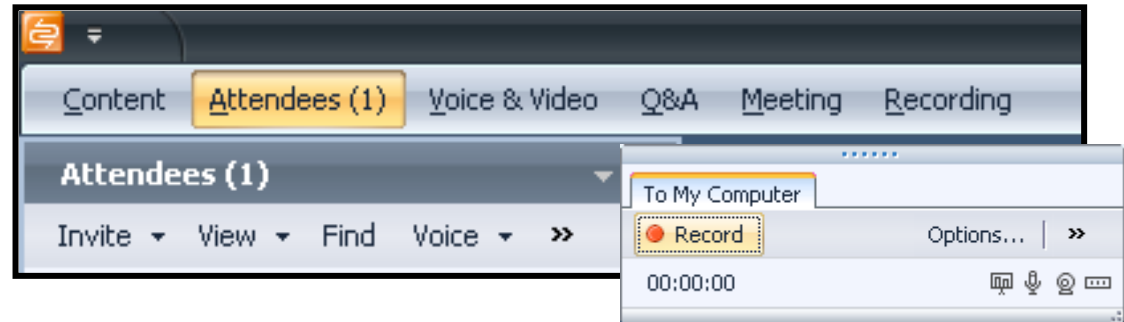
Record Meeting

The Presenter may record the meeting for future reference.

Click the 'Record' pane link on the menu bar.

Click the 'Record' link.

(When meeting is recording a red dot will be displayed at the top of the page.)

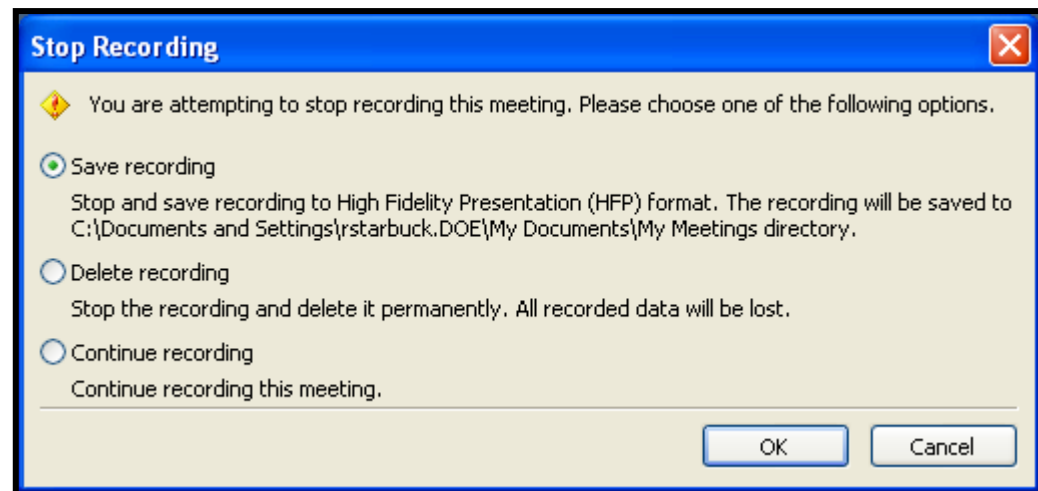
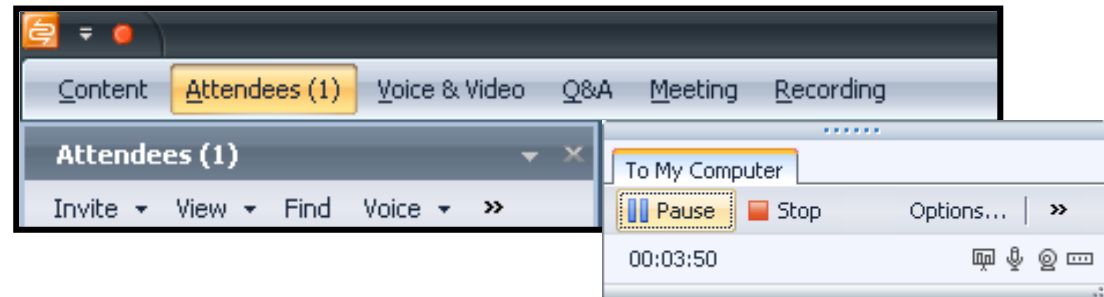


Pause or Stop Recording

Click the 'Pause or Stop' button to pause or stop the LiveMeeting.

When Stop is selected a Stop Recording warning window will be displayed.

Select an option, this example will display the option to Save Recording'.

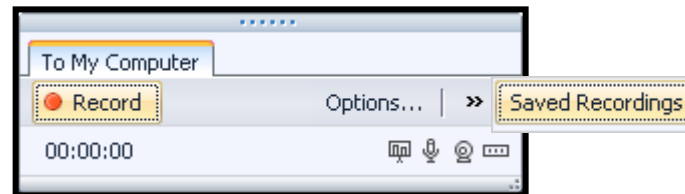
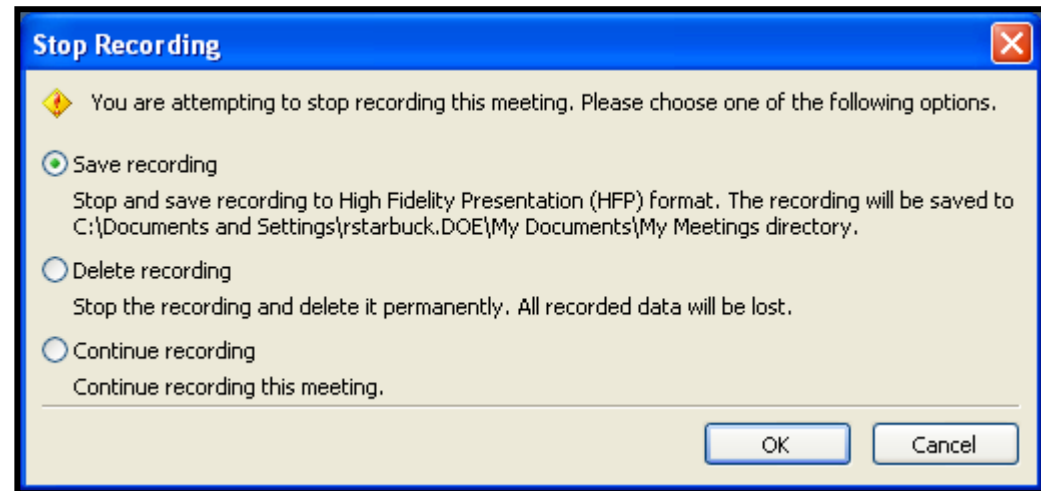


Save Recording

Click 'Save Recording' and click 'Ok'.

Recording will be saved to the LiveMeeting Recording Manager.

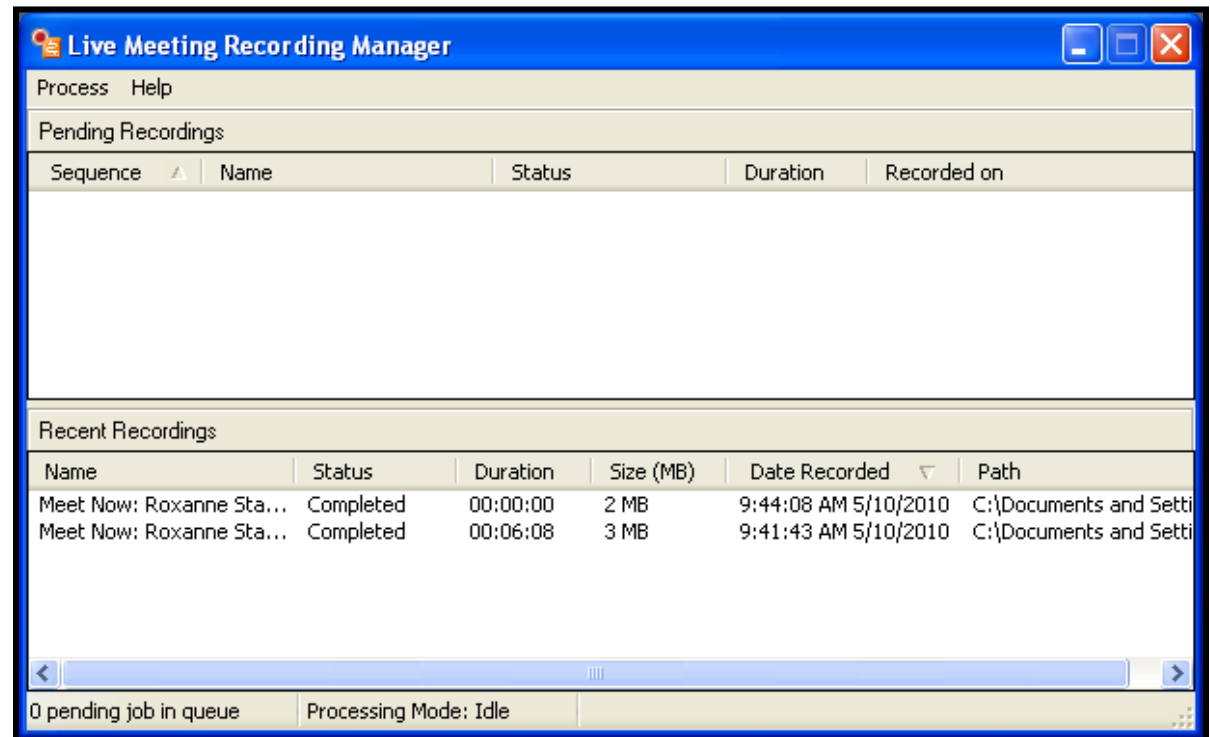
To bring up saved recordings Click '>>' button and select 'Saved Recordings'.



Saved Recordings

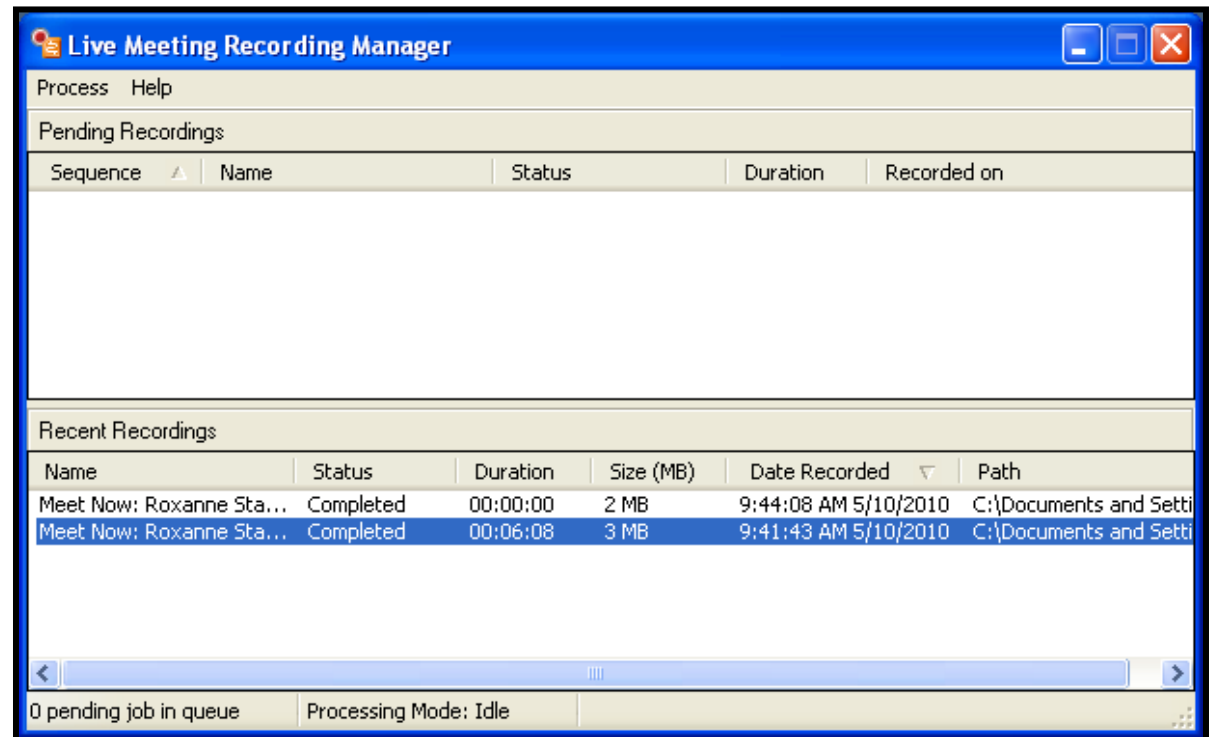
The LiveMeeting Recording Manager will be displayed.

Pending Recordings and Recent Recordings will be listed.



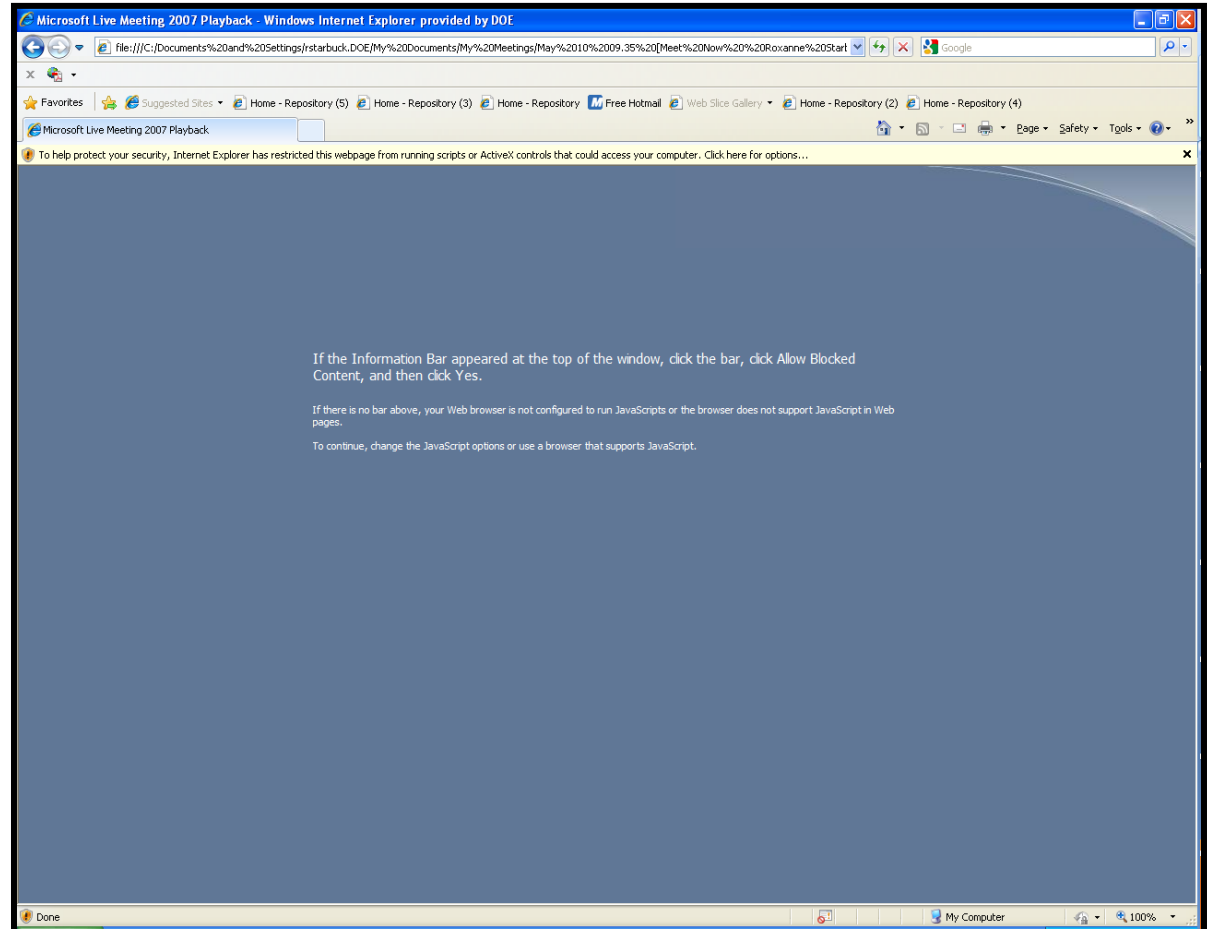
Process Recorded Meeting

Double Click on the meeting to be processed.



View Recorded Meetings

Following the directions in the window pane.



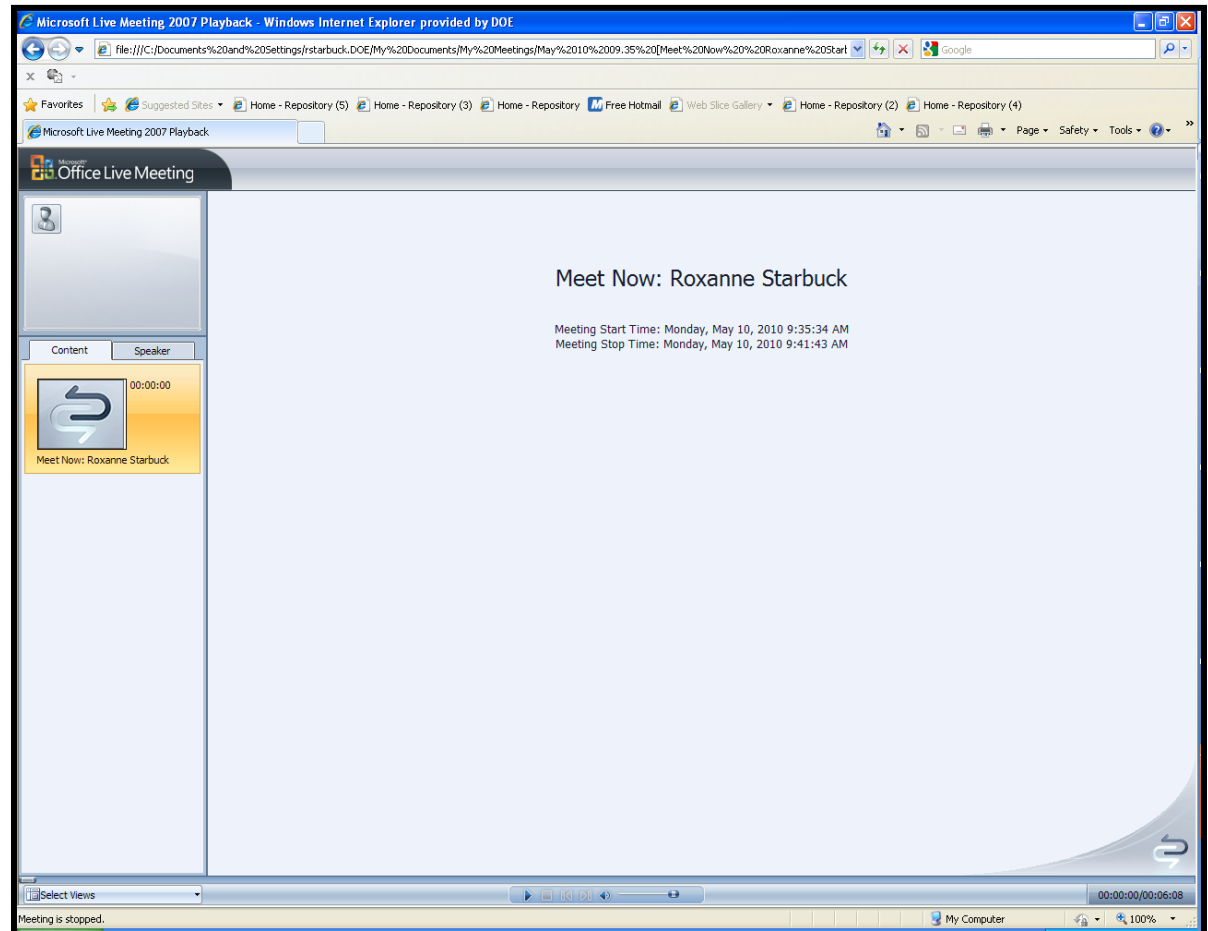
View Recorded Meeting

The recorded meeting will be displayed.

To allow another person to view a recording saved on your PC:

Copy the recording files from the computer onto a shared network.

Email the link of the shared location to allow users to view the recording.



Meeting Controls

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Use the meeting controls to interact with participants in a meeting. Each participant can mute or un-mute their microphone or speakers, start or stop their webcam, give feedback to the presenter, download handouts or take shared meeting notes. LiveMeeting help may be accessed from this menu bar as well.

Meeting Controls

Click the Speaker to Mute Speakers

Click the microphone to muter or Un-mute Microphone

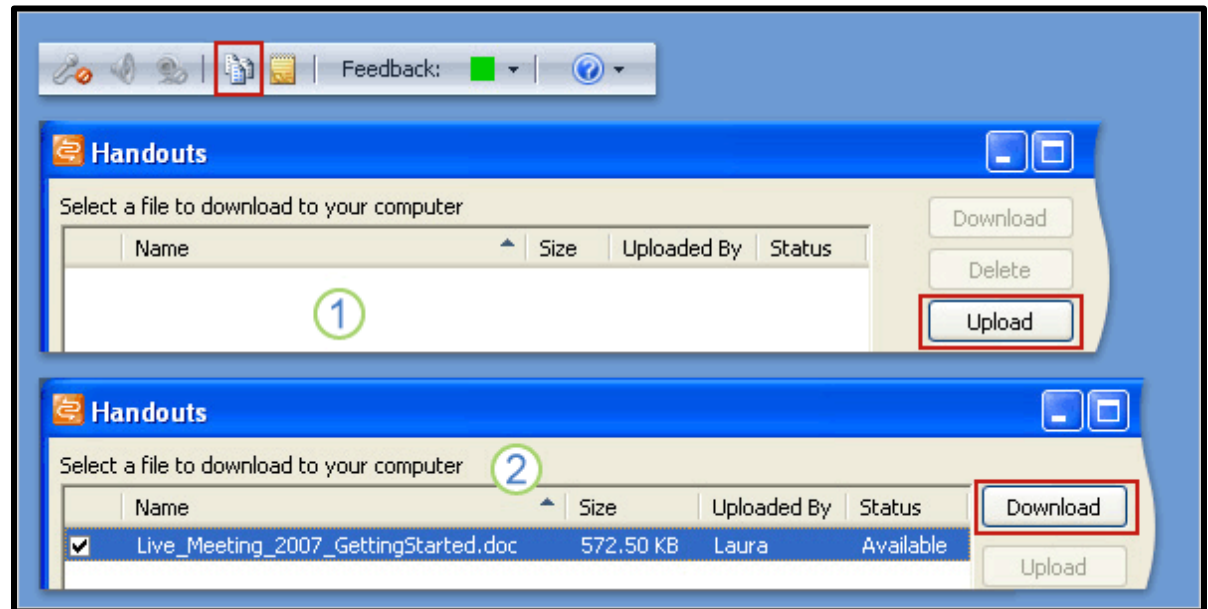
View Feedback- (see Managing Feedback slide 58)

LiveMeeting Help



Distribute Handouts

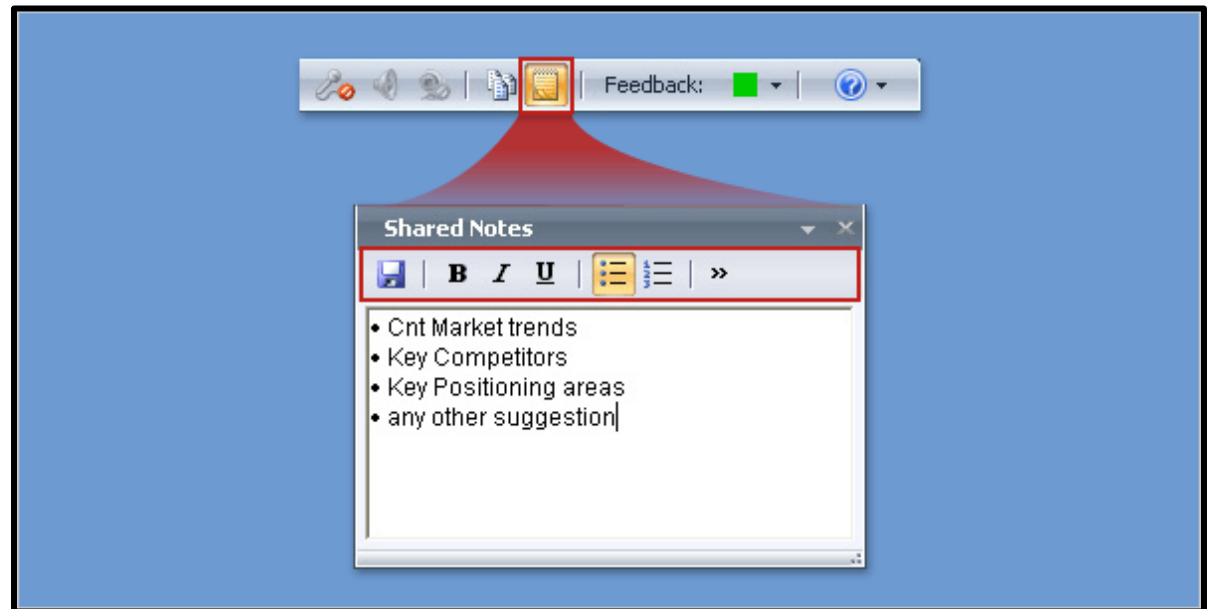
- 1 Click the 'Upload' button in the Handouts dialog box, to upload the document to be shared.
- 2 Attendees may use the Handouts dialog box to download the document. With permission, they may also upload a document for the Presenter to download, such as a completed feedback form.



Using the Handouts feature, the Presenter can provide documents to the attendees, to ensure that everyone receives the same input at the same time.

Share notes

The Shared Notes feature allows multiple attendees to edit the content simultaneously and can be saved on the computer.



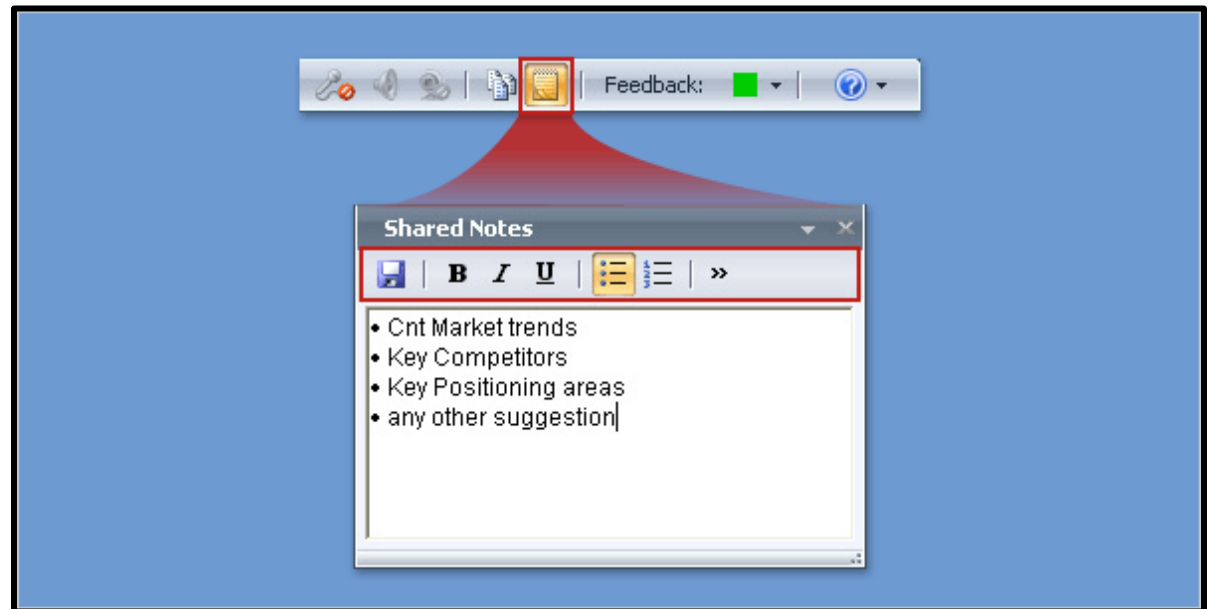
The Shared Notes feature of LiveMeeting permits the attendees to capture common meeting notes.

Share notes

Click the 'Shared Notes' button.

In the Shared Notes window, enter the notes.

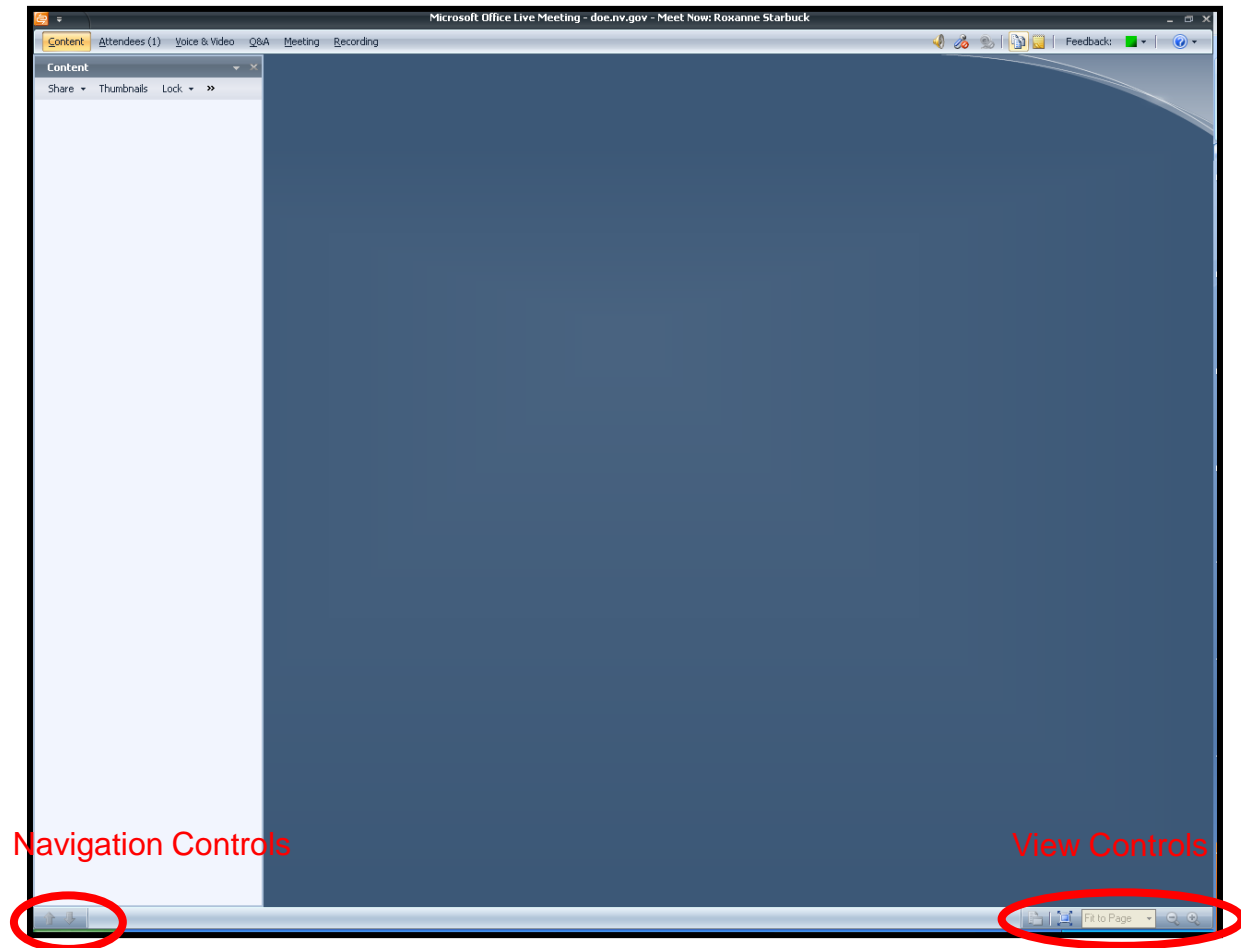
To save the notes:
Click 'Save', and then
enter a location to
save the notes file to
the computer.



Navigation & View Controls

Click the 'Up Arrow' or 'Down Arrow' to navigate through the currently displayed document.

Click the 'View Control's to modify the currently viewed displayed content. 'Zoom In or Out' and switch to full screen mode.



Summary

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- This document is to be used when LiveMeeting Client has been installed.
- Presenters must assign permissions to Attendees for specific participation and interaction.
- Presenters must set up audio for each meeting.
- Collaborative tools used are whiteboard, poll page, text page.
- Meeting Controls allows handouts to be uploaded and downloaded and sharing of notes.
- The Presenter may share documents, their desktop and remote desktop sharing.
- Record meeting for future use.